agência nacional proalv programa aprendizagem ao longo da vida aA

Manual do utilizador

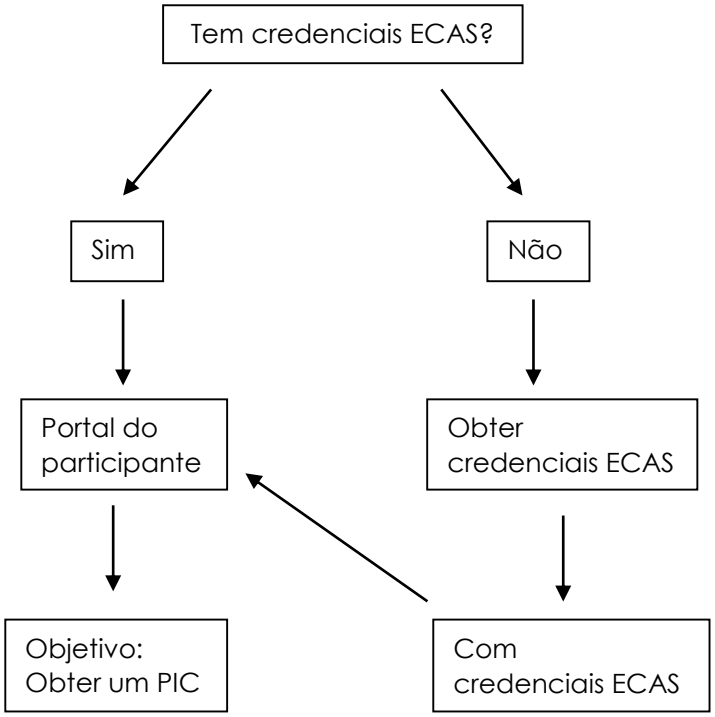
Portal do participante

17 Fevereiro 2014

NOTA INTRODUTÓRIA

O **PIC (Participants Identification Code)** é um código de identificação exclusivo que permite à organização/grupo aproveitar algumas funcionalidades dos formulários de candidatura eletrónicos e servirá como referência à Agência Nacional ou à Agência Executiva para futura correspondência com a organização/grupo candidata/beneficiária.

É necessário criar um PIC para poder submeter candidaturas no âmbito do Erasmus+.



Interessa referir que se pode interromper o processo de inscrição no portal do participante a qualquer momento; a informação inserida pode ser guardada como rascunho e é possível continuar o registo posteriormente. Guarde a informação já inserida carregando no botão "**Save draft**" no final da ferramenta de registo, antes de sair.

Depois de inserir os dados necessários, carregue no botão "**Confirm**" para submeter o registo. Receberá um número PIC ao qual deve fazer referência em todas as interações com a Comissão e com a Agência Nacional.

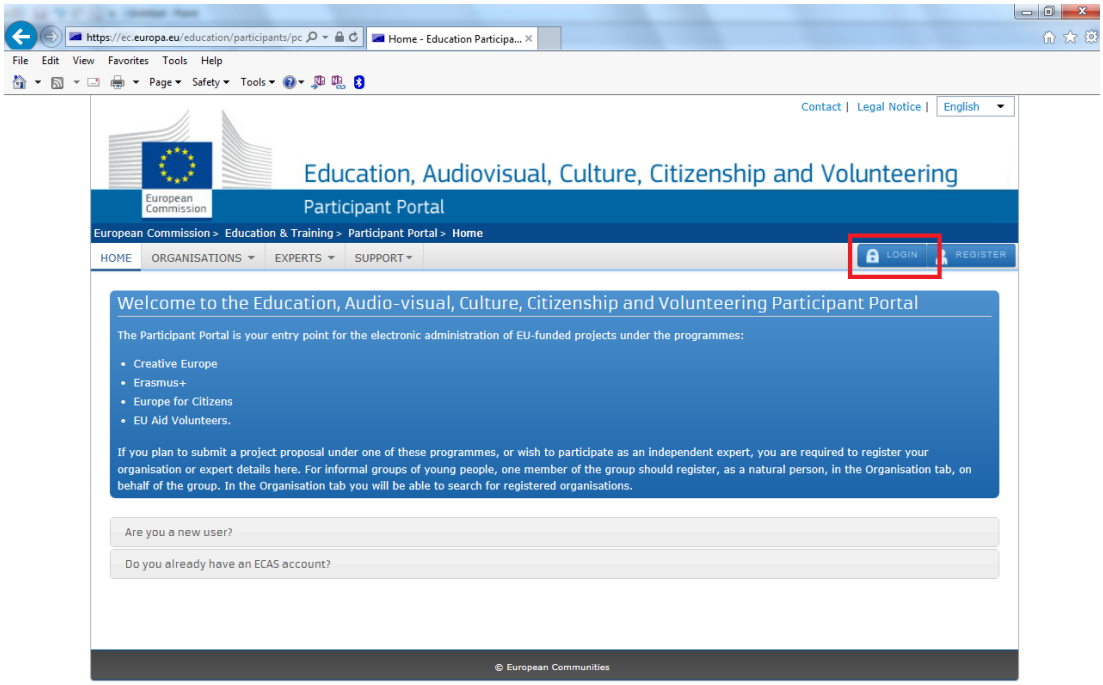
Se não finalizar o registo pode continuá-lo, noutro momento, acedendo a **My organisations** na **My Area section**. Nesse local pode também alterar os dados inseridos sobre a sua organização.

Registos incompletos serão apagados automaticamente após um ano.

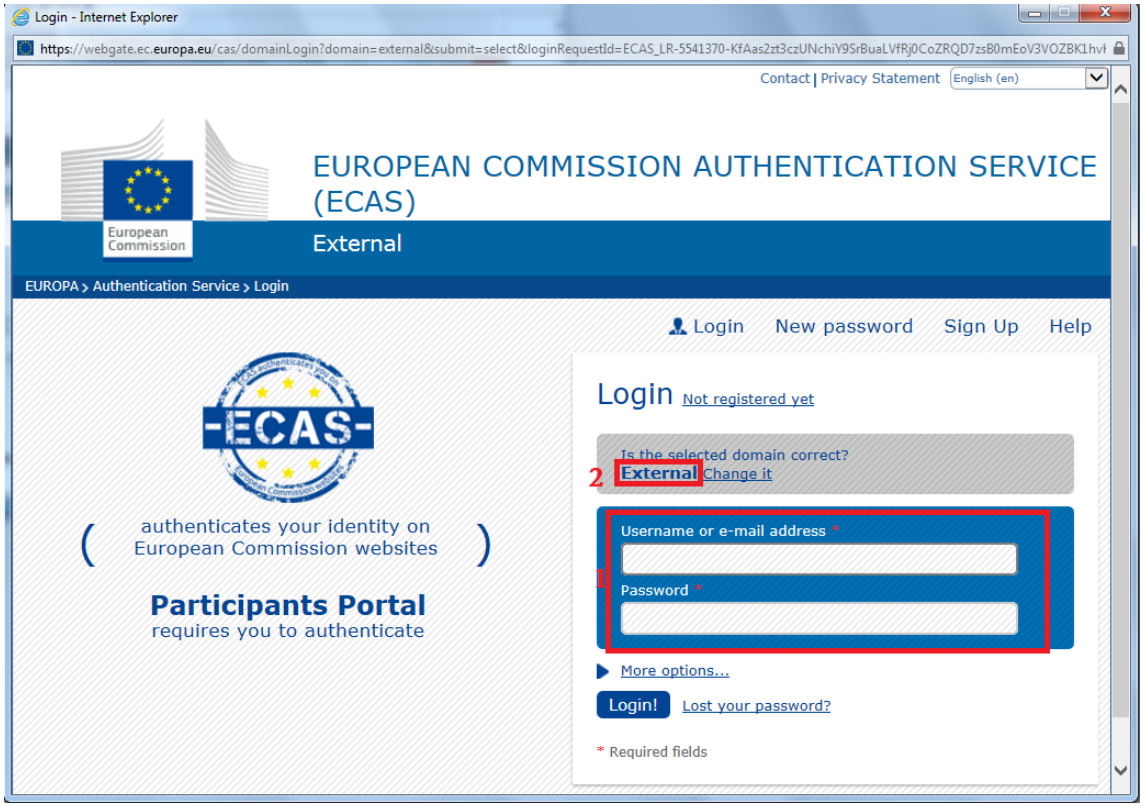
Para criar o PIC, é necessário ir ao website

https://ec.europa.eu/education/participants/portal/desktop/en/home.html

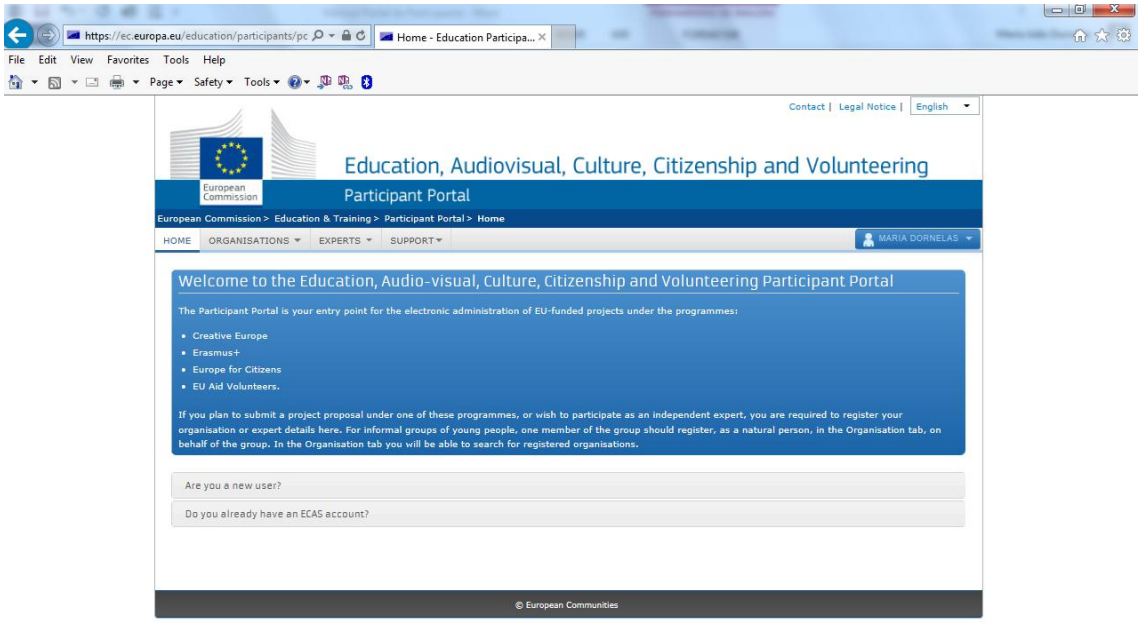
e carregar em login.


Contact | Legal Notice | English
Education, Audiovisual, Culture, Citizenship and Volunteering
Participant Portal
European Commission > Education & Training > Participant Portal > Home
HOME
ORGANISATIONS
EXPERTS
SUPPORT
LOGIN
REGISTER
Welcome to the Education, Audio-visual, Culture, Citizenship and Volunteering Participant Portal
The Participant Portal is your entry point for the electronic administration of EU-funded projects under the programmes:
Creative Europe
Erasmus+
Europe for Citizens
EU Aid Volunteers.
If you plan to submit a project proposal under one of these programmes, or wish to participate as an independent expert, you are required to register your organisation or expert details here. For informal groups of young people, one member of the group should register, as a natural person, in the Organisation tab, on behalf of the group. In the Organisation tab you will be able to search for registered organisations.
Are you a new user?
Do you already have an ECAS account?
© European Communities

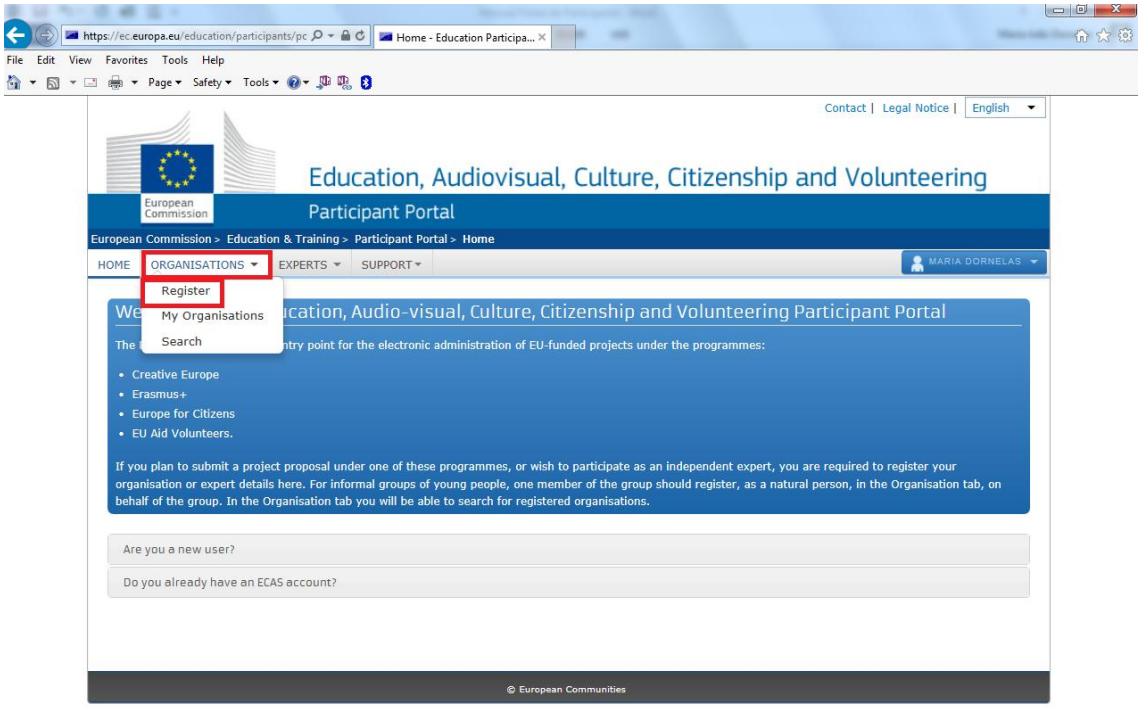
Escrever o nome de utilizador e a palavra-chave (1) do ECAS (ver manual ECAS para mais informações, disponível em http://eeas.europa.eu/media/subscribe/ecas-user-manual.pdf), tendo o cuidado de selecionar EXTERNAL (2) .



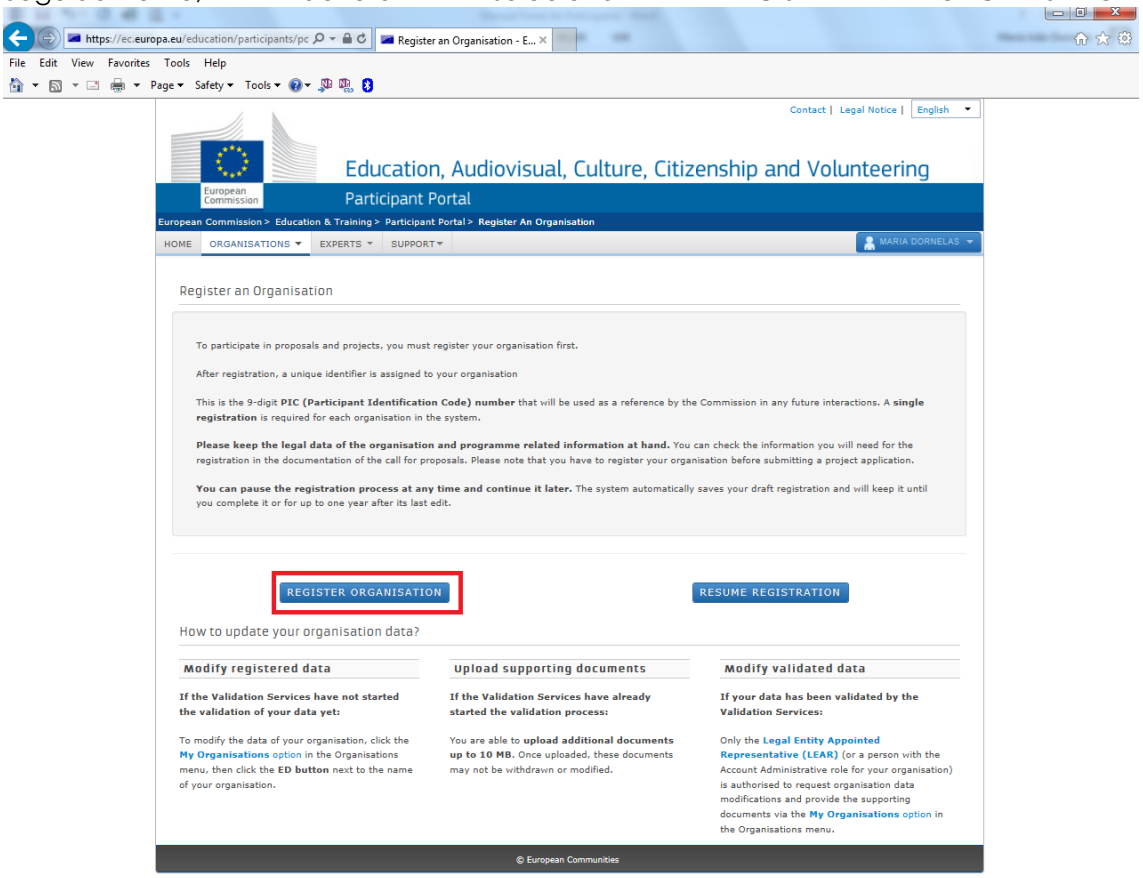
A página é então reencaminhada de novo para o **Portal do Participante**.


https://ec.europa.eu/education/participants/pc
Home - Education Participa...
File Edit View Favorites Tools Help
Page Safety Tools
Contact | Legal Notice | English
European Commission
Education, Audiovisual, Culture, Citizenship and Volunteering
Participant Portal
European Commission > Education & Training > Participant Portal > Home
HOME
ORGANISATIONS
EXPERTS
SUPPORT
MARIA DORNELAS
Welcome to the Education, Audio-visual, Culture, Citizenship and Volunteering Participant Portal
The Participant Portal is your entry point for the electronic administration of EU-funded projects under the programmes:
Creative Europe
Erasmus+
Europe for Citizens
EU Aid Volunteers.
If you plan to submit a project proposal under one of these programmes, or wish to participate as an independent expert, you are required to register your organisation or expert details here. For informal groups of young people, one member of the group should register, as a natural person, in the Organisation tab, on behalf of the group. In the Organisation tab you will be able to search for registered organisations.
Are you a new user?
Do you already have an ECAS account?
© European Communities

Deve então escolher Organisations e Register.


Contact | Legal Notice | English
Education, Audiovisual, Culture, Citizenship and Volunteering
Participant Portal
European Commission > Education & Training > Participant Portal > Home
HOME
ORGANISATIONS
EXPERTS
SUPPORT
MARIA DORNELAS
Register
My Organisations
Search
cation, Audio-visual, Culture, Citizenship and Volunteering Participant Portal
try point for the electronic administration of EU-funded projects under the programmes:
Creative Europe
Erasmus+
Europe for Citizens
EU Aid Volunteers.
If you plan to submit a project proposal under one of these programmes, or wish to participate as an independent expert, you are required to register your organisation or expert details here. For informal groups of young people, one member of the group should register, as a natural person, in the Organisation tab, on behalf of the group. In the Organisation tab you will be able to search for registered organisations.
Are you a new user?
Do you already have an ECAS account?
© European Communities

Seguidamente, deverá selecionar REGISTER ORGANISATION


Register an Organisation - E...
File Edit View Favorites Tools Help
Contact | Legal Notice | English
Education, Audiovisual, Culture, Citizenship and Volunteering
Participant Portal
European Commission > Education & Training > Participant Portal > Register An Organisation
HOME ORGANISATIONS EXPERTS SUPPORT
MARIA DORNELAS
Register an Organisation
To participate in proposals and projects, you must register your organisation first.
After registration, a unique identifier is assigned to your organisation
This is the 9-digit PIC (Participant Identification Code) number that will be used as a reference by the Commission in any future interactions. A single registration is required for each organisation in the system.
Please keep the legal data of the organisation and programme related information at hand. You can check the information you will need for the registration in the documentation of the call for proposals. Please note that you have to register your organisation before submitting a project application.
You can pause the registration process at any time and continue it later. The system automatically saves your draft registration and will keep it until you complete it or for up to one year after its last edit.
REGISTER ORGANISATION
RESUME REGISTRATION
How to update your organisation data?
Modify registered data
If the Validation Services have not started the validation of your data yet:
To modify the data of your organisation, click the My Organisations option in the Organisations menu, then click the ED button next to the name of your organisation.
Upload supporting documents
If the Validation Services have already started the validation process:
You are able to upload additional documents up to 10 MB. Once uploaded, these documents may not be withdrawn or modified.
Modify validated data
If your data has been validated by the Validation Services:
Only the Legal Entity Appointed Representative (LEAR) (or a person with the Account Administrative role for your organisation) is authorised to request organisation data modifications and provide the supporting documents via the My Organisations option in the Organisations menu.
© European Communities

O registo é feito em **sete passos** (**Welcome, Organisation, Address, Contact, Programme, Submit, Done**).

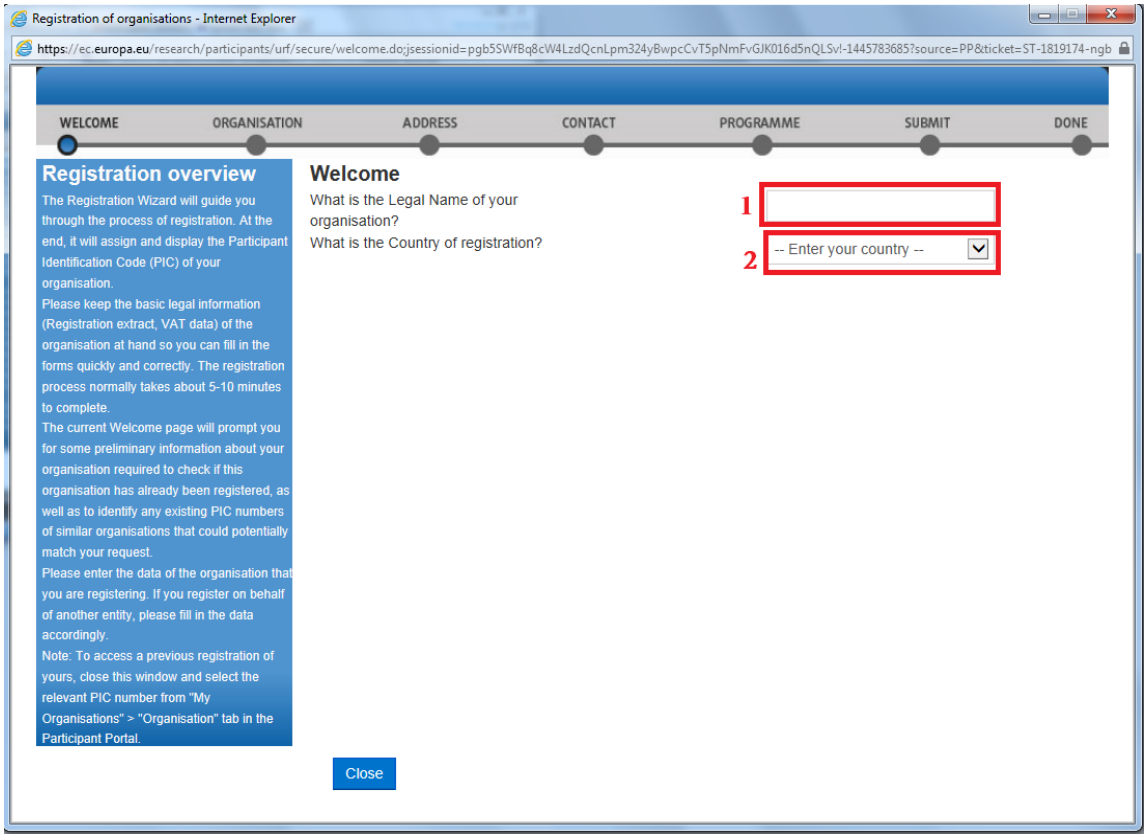
À esquerda existem explicações, em inglês, do que é necessário fazer em cada passo e passando o rato por cima de cada campo a preencher, o portal exibe mais informações sobre a resposta pretendida.

Por favor tenha à mão a informação legal básica (NIF, NISS, Código do registo comercial, …) para que possa inserir os dados corretamente. O registo demora entre 5 a 10 minutos.

WELCOME

Insira o nome legal da sua entidade (1), conforme registo legal da organização. O nome pode ter até 240 caracteres e deverá conter apenas carateres latinos.

Insira também o país (2) onde a sua organização está registada.

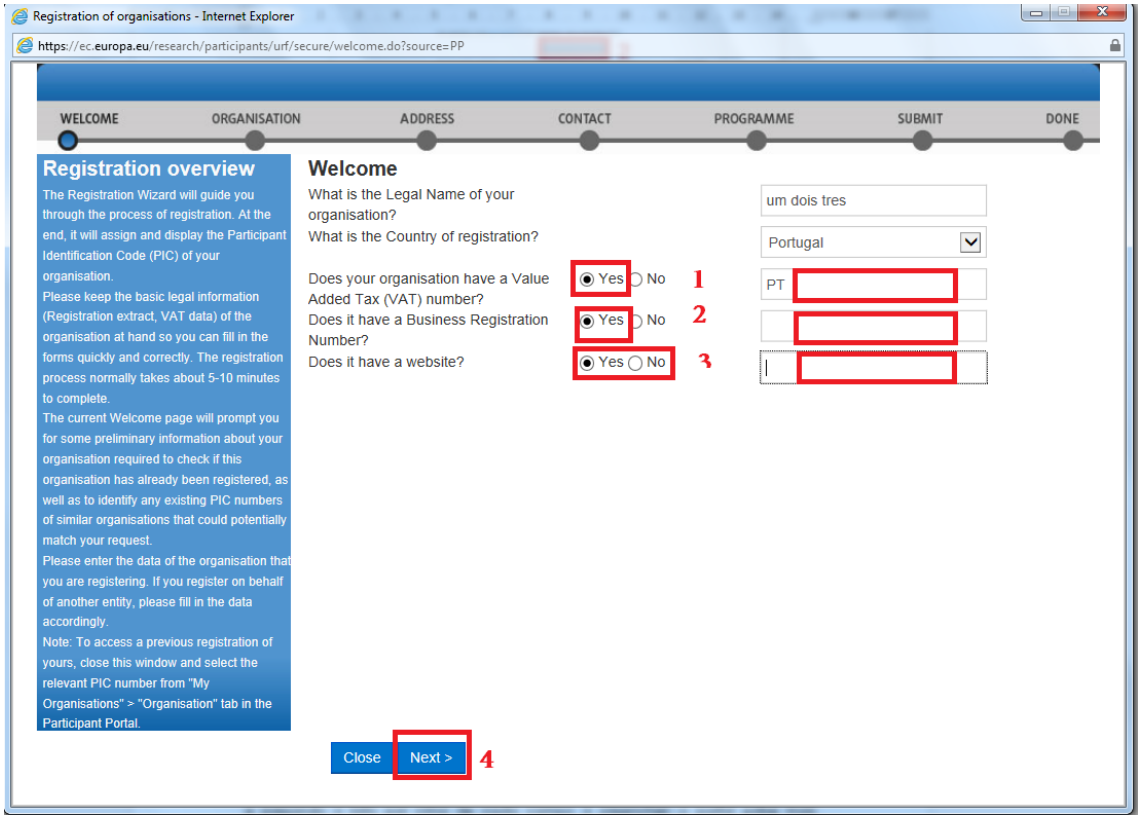

Registration of organisations - Internet Explorer
https://ec.europa.eu/research/participants/urf/secure/welcome.do;jsessionid=pgb5SWfBq8cW4LzdQcnLpm324yBwpcCvT5pNmFvGJK016d5nQLSv!-1445783685?source=PP&ticket=ST-1819174-ngb
WELCOME
ORGANISATION
ADDRESS
CONTACT
PROGRAMME
SUBMIT
DONE
Registration overview
The Registration Wizard will guide you through the process of registration. At the end, it will assign and display the Participant Identification Code (PIC) of your organisation.
Please keep the basic legal information (Registration extract, VAT data) of the organisation at hand so you can fill in the forms quickly and correctly. The registration process normally takes about 5-10 minutes to complete.
The current Welcome page will prompt you for some preliminary information about your organisation required to check if this organisation has already been registered, as well as to identify any existing PIC numbers of similar organisations that could potentially match your request.
Please enter the data of the organisation that you are registering. If you register on behalf of another entity, please fill in the data accordingly.
Note: To access a previous registration of yours, close this window and select the relevant PIC number from "My Organisations" > "Organisation" tab in the Participant Portal.
Welcome
What is the Legal Name of your organisation?
What is the Country of registration?
1
2
-- Enter your country --
Close

Surgem seguidamente mais três questões. Em 1, Deverá selecionar YES, uma vez que a sua entidade tem NIF - Número de Identificação Fiscal, e inserir o número na caixa de texto à direita.

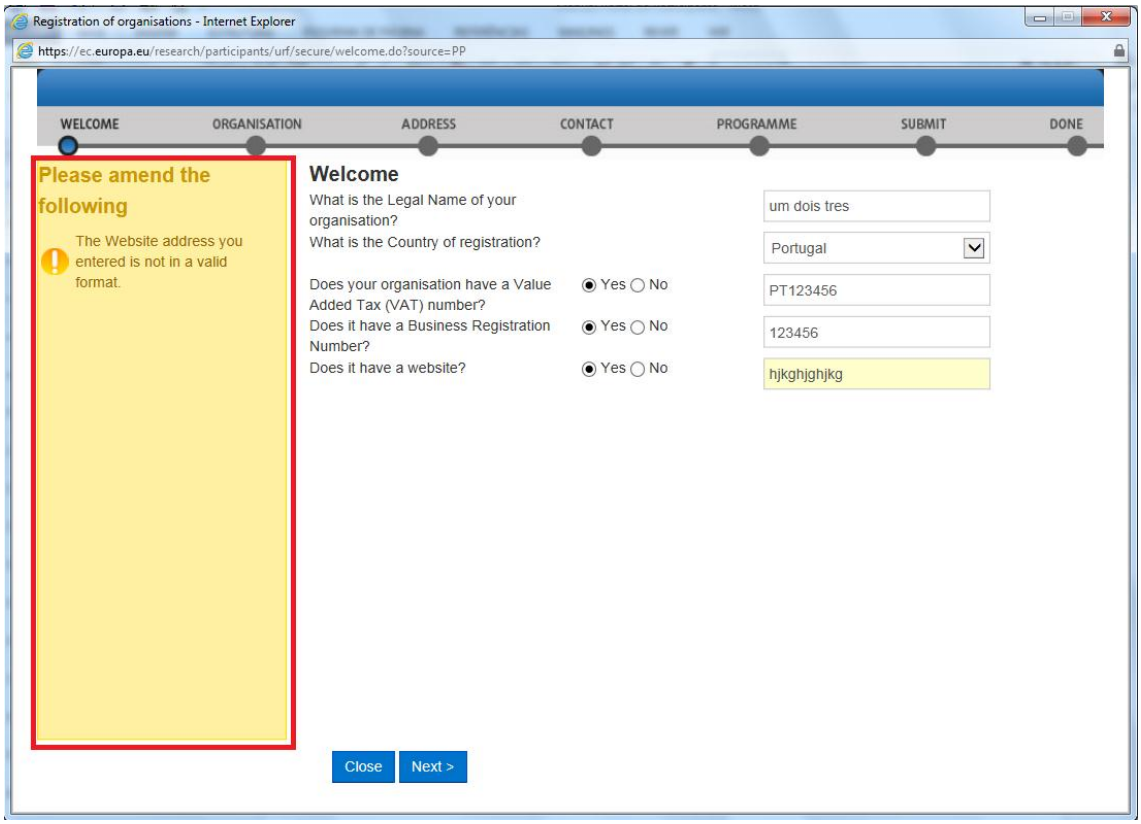
Na questão seguinte, deverá selecionar YES (2) e inserir na caixa de texto à direita o Número do Registo Comercial. Na ausência de número de registo comercial, solicitamos que insira o NIF também neste campo.

Deverá referir se a organização tem ou não sítio internet (3), e se responder afirmativamente, na caixa de texto à direita deverá inserir o endereço, necessariamente no formato www.endereço.domínio, por exemplo, www.aminhaorganização.pt

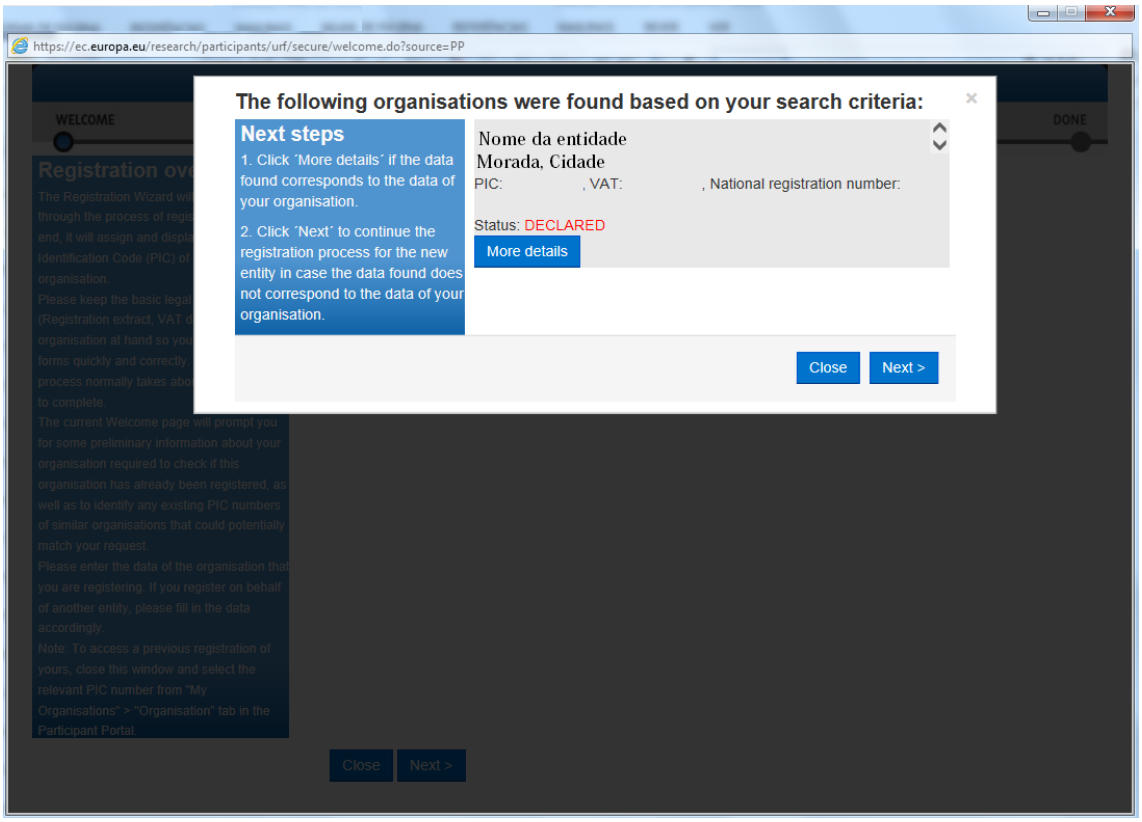
Finalmente, deverá carregar no botão "Next"(4), no final da página, para passar à seção seguinte.


Registration of organisations - Internet Explorer
https://ec.europa.eu/research/participants/urf/secure/welcome.do?source=PP
WELCOME
ORGANISATION
ADDRESS
CONTACT
PROGRAMME
SUBMIT
DONE
Registration overview
The Registration Wizard will guide you through the process of registration. At the end, it will assign and display the Participant Identification Code (PIC) of your organisation.
Please keep the basic legal information (Registration extract, VAT data) of the organisation at hand so you can fill in the forms quickly and correctly. The registration process normally takes about 5-10 minutes to complete.
The current Welcome page will prompt you for some preliminary information about your organisation required to check if this organisation has already been registered, as well as to identify any existing PIC numbers of similar organisations that could potentially match your request.
Please enter the data of the organisation that you are registering. If you register on behalf of another entity, please fill in the data accordingly.
Note: To access a previous registration of yours, close this window and select the relevant PIC number from "My Organisations" > "Organisation" tab in the Participant Portal.
Welcome
What is the Legal Name of your organisation?
um dois tres
What is the Country of registration?
Portugal
Does your organisation have a Value Added Tax (VAT) number?
Yes No
1
PT
Does it have a Business Registration Number?
Yes No
2
Does it have a website?
Yes No
3
Close
Next >
4

No caso de alguma informação ter sido inserida incorretamente, surge uma mensagem, na coluna esquerda da página, sugerindo a alteração para que o campo seja corrigido.



Ao carregar em "**Next**" o Portal do participante procurará, na sua base de dados, organizações que correspondem à informação disponibilizada, que apresentará numa mensagem, semelhante à imagem abaixo:

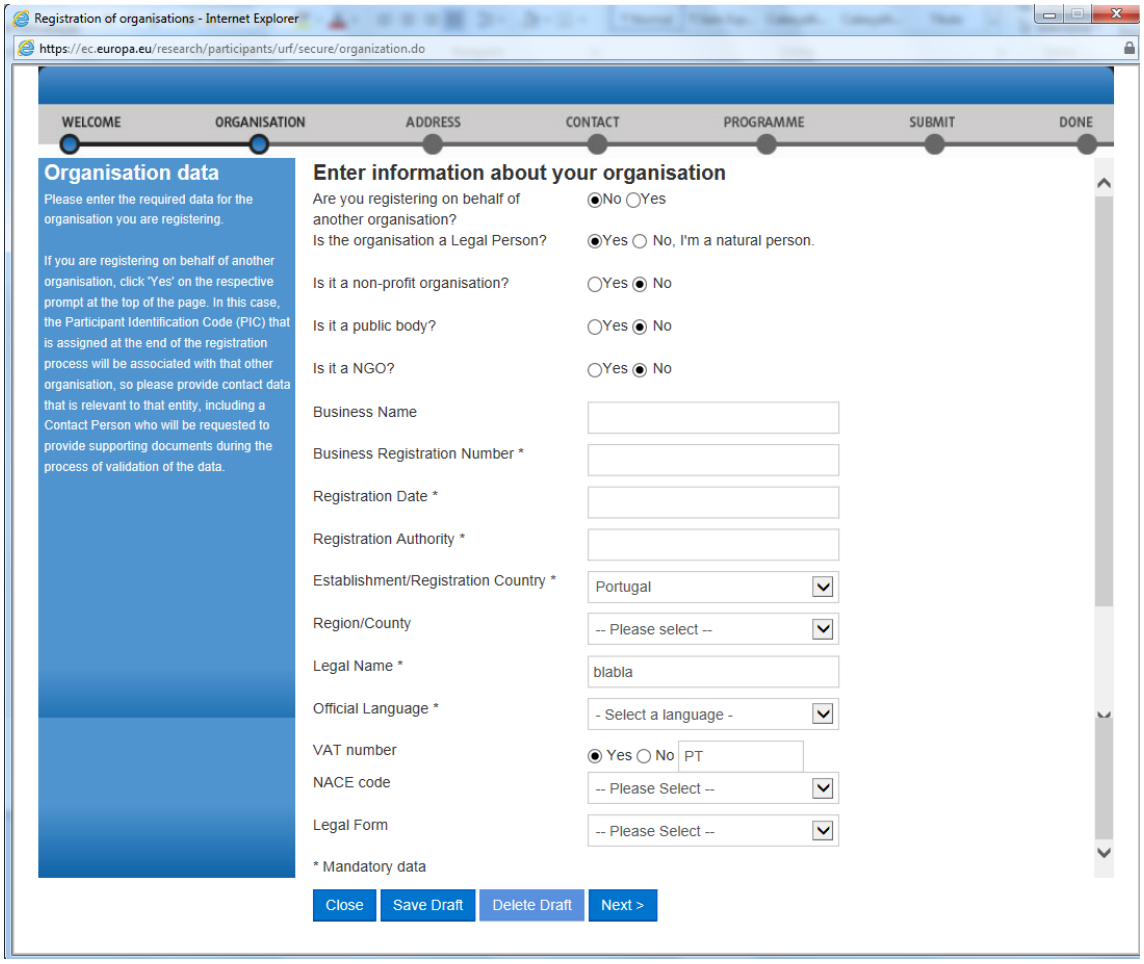

https://ec.europa.eu/research/participants/urf/secure/welcome.do?source=PP
WELCOME
DONE
The following organisations were found based on your search criteria:
Next steps
1. Click 'More details' if the data found corresponds to the data of your organisation.
2. Click 'Next' to continue the registration process for the new entity in case the data found does not correspond to the data of your organisation.
Nome da entidade
Morada, Cidade
PIC: , VAT: , National registration number:
Status: DECLARED
More details
Close
Next >

Se a informação apresentada corresponder à sua organização, tal implica que a organização já tem um PIC. Carregue em "**More details**" para ver mais informação sobre a organização, incluindo o número PIC.

Se nenhuma das entidades elencadas corresponder à sua, carregue em "**Next**", para continuar o registo.

ORGANISATION

Surge então o passo seguinte:


Registration of organisations - Internet Explorer
https://ec.europa.eu/research/participants/urf/secure/organization.do
WELCOME
ORGANISATION
ADDRESS
CONTACT
PROGRAMME
SUBMIT
DONE
Organisation data
Please enter the required data for the organisation you are registering.
If you are registering on behalf of another organisation, click 'Yes' on the respective prompt at the top of the page. In this case, the Participant Identification Code (PIC) that is assigned at the end of the registration process will be associated with that other organisation, so please provide contact data that is relevant to that entity, including a Contact Person who will be requested to provide supporting documents during the process of validation of the data.
Enter information about your organisation
Are you registering on behalf of another organisation? No Yes
Is the organisation a Legal Person? Yes No, I'm a natural person.
Is it a non-profit organisation? Yes No
Is it a public body? Yes No
Is it a NGO? Yes No
Business Name
Business Registration Number *
Registration Date *
Registration Authority *
Establishment/Registration Country * Portugal
Region/County -- Please select --
Legal Name * blabla
Official Language * - Select a language -
VAT number Yes No PT
NACE code -- Please Select --
Legal Form -- Please Select --
* Mandatory data
Close
Save Draft
Delete Draft
Next >

A partir deste momento, é possível guardar a informação, carregando no botão "**Save Draft**".

Inserir a informação solicitada, tendo em atenção que os campos com asterisco (*) são obrigatórios.

Interessa referir que:

Legal person tem personalidade jurídica, pode agir em seu nome, exercer direitos e estar sujeita a obrigações.

Natural person é um cidadão (o que distingue este conceito de 'legal person' que faz referência a pessoas coletivas, empresas, etc.). Atenção que um profissional freelance, com número de identificação fiscal pode também ser considerado 'legal person'.

Interessa referir que, no âmbito do programa Erasmus+ - Educação e Formação não são aceites candidaturas a título individual, ou seja, candidaturas cujo PIC se refere a "natural persons".

Non-profit organisation são as entidades legais que são consideradas organizações sem fins lucrativos pela lei nacional ou internacional. É preciso que a qualidade de organização sem fins lucrativos seja comprovada pelos estatutos da organização.

Public body são todas as entidades legais estabelecidas como tal pela lei nacional e pelas organizações internacionais; ou seja, a entidade tem de ser ser definida como tal no acto formal e/ou dirigida pela lei pública.

Para que uma entidade seja considerada como entidade pública são necessários mais critérios do que simplesmente a supervisão de uma entidade legal pelo Estado, o financiamento ou a missão de serviço público.

NGO Uma organização não-governamental, ou seja, uma entidade legalmente constituída, que opera independentemente de qualquer tipo de governo. O termo refere-se normalmente a organizações que não fazem parte do governo e que não são empresas com fins lucrativos. No caso de ONGs que são fundadas, parcialmente ou totalmente, pelo Estado, a ONG mantem o seu estatuto não-governamental excluindo representantes do governo na organização. Tipicamente, as ONGs não têm fins lucrativos.

Business name é o acrónimo oficial da entidade, se existir. Pode ter até 40 carateres.

Business Registration Number é o número da certidão de registo permanente. Se não tiver, por favor insira novamente o NIF da entidade.

Business registration date é a data do registo da entidade, por exemplo, na Conservatória de Registo Comercial. Se não aplicável, por favor, escolha 01-01-1900.

Registration Authority é a entidade perante a qual foi realizada a certidão de registo permanente, por exemplo, Conservatório de Registo Comercial, Instituto António Sérgio (no caso das cooperativas). De novo, no caso de não existir "Business registration number" da entidade, o número a considerar é o NIF e por isso a "Registration Authority" é a Autoridade Tributária e Aduaneira.

Establishment/Registration Country é o país onde a entidade foi registada. Linha geral, será Portugal.

Region/County é o concelho ou região onde a entidade foi registada, não sendo esta informação de preenchimento obrigatório.

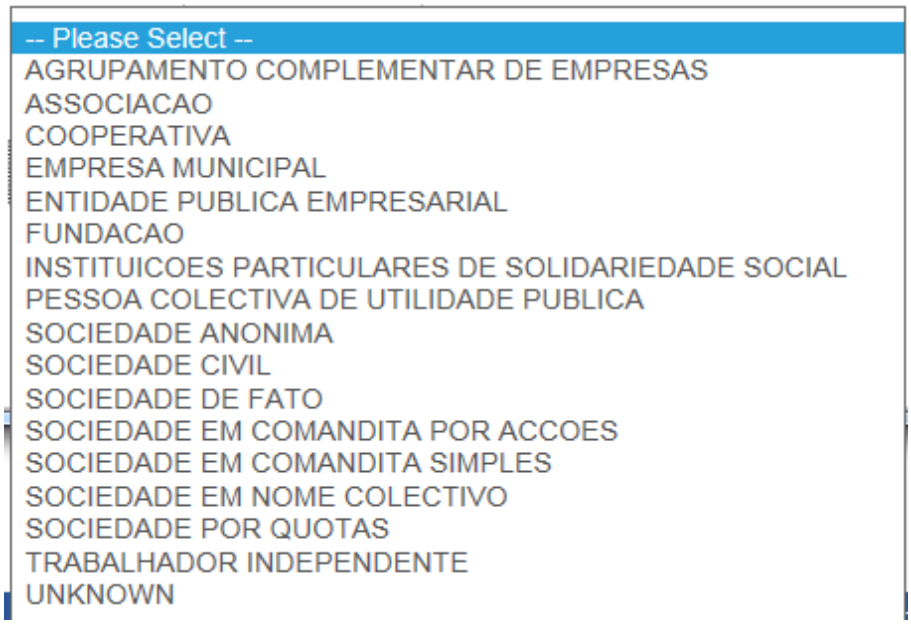
Legal Name deve corresponder ao nome legal oficial nos estatutos da entidade. Pode ter até 240 carateres.

Official Language é a língua de trabalho da entidade, ou seja, a língua utilizada para comunicar na organização.

Vat number é o número de identificação fiscal, que já estará preenchido com a informação inserida anteriormente.

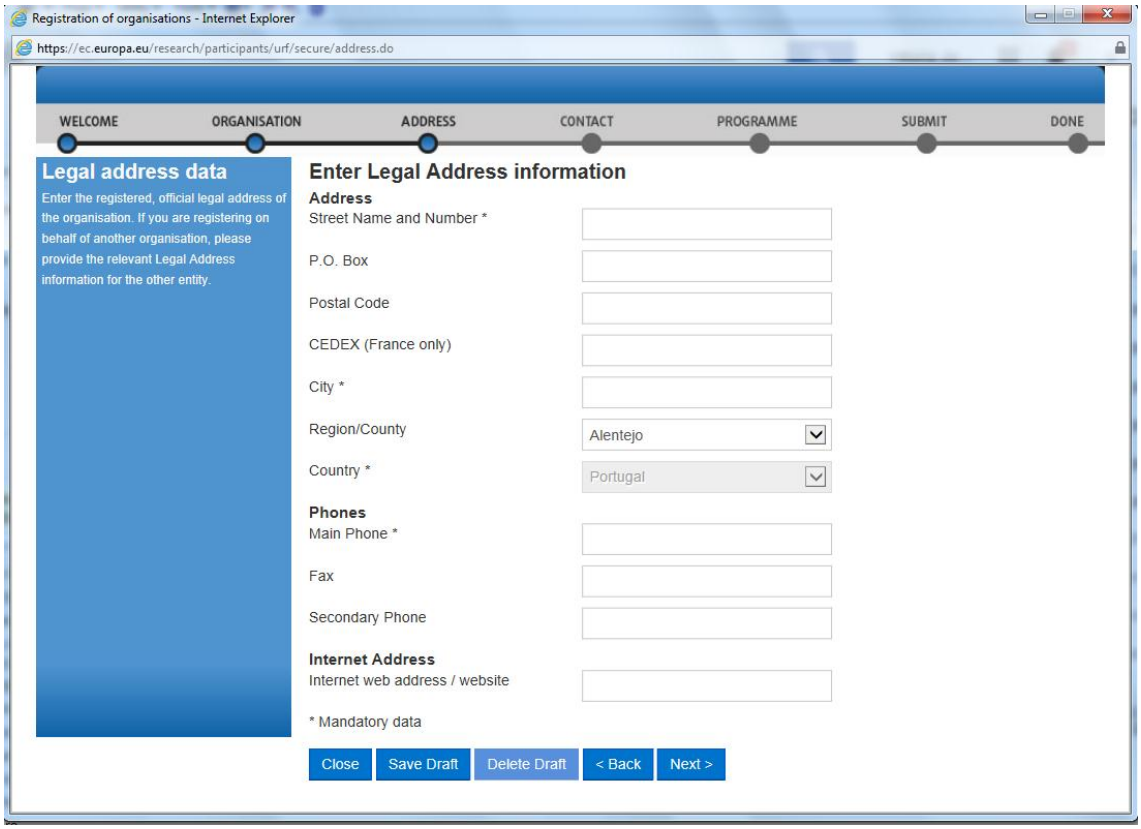
NACE code são designações oficiais das actividades económicas. A lista dos códigos está disponível em http://ec.europa.eu/environment/emas/pdf/general/nacecodes_en.pdf

Legal form é a forma legal da entidade, conforme consta nos Estatutos. Escolha, por favor, das hipóteses disponíveis, abaixo:



ADDRESS

Ao terminar o preenchimento, carregue em 'Next'. Surge então o próximo conjunto de dados a preencher.



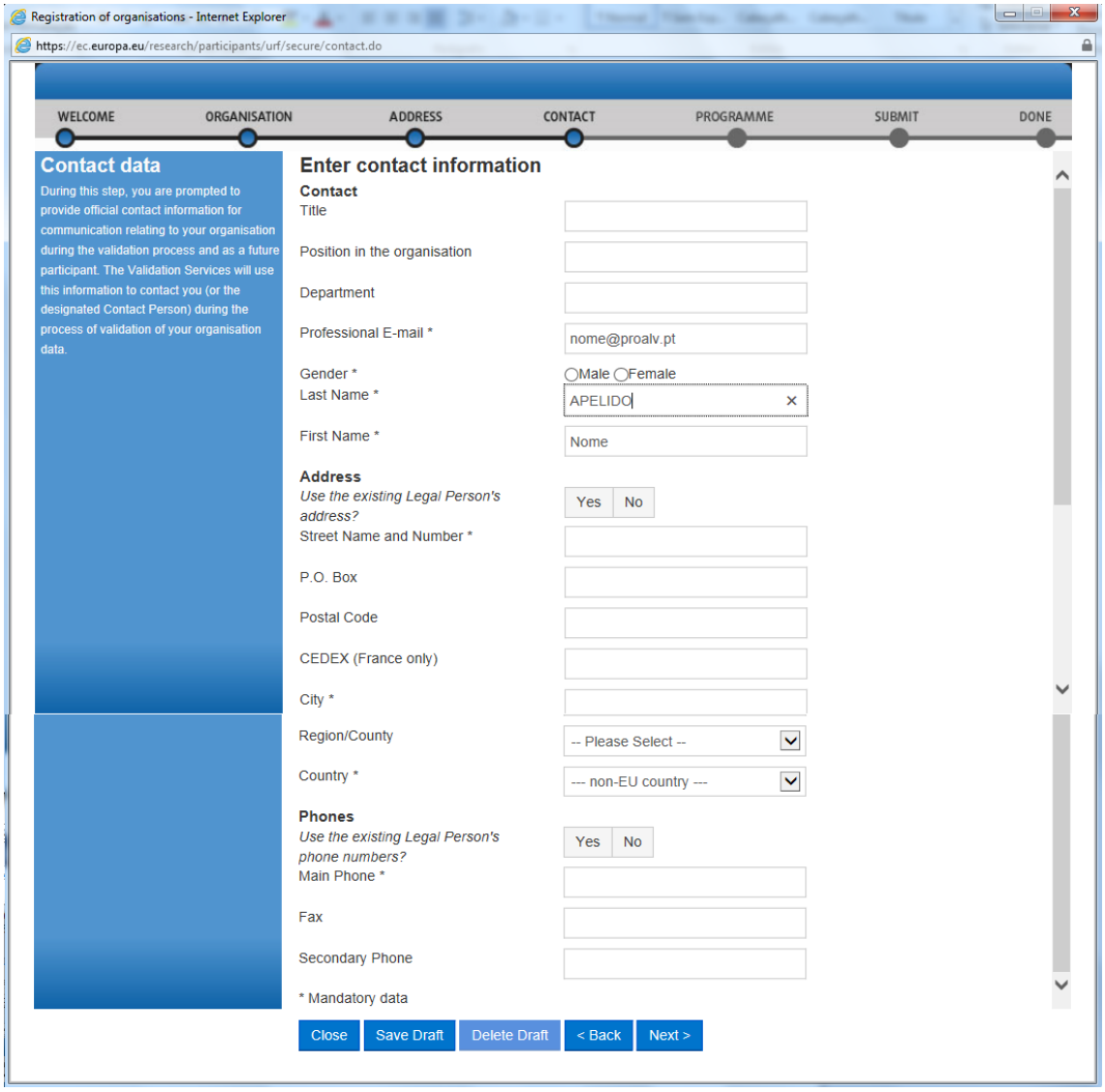
Por favor, preencha a informação relativa aos contactos da entidade. É recomendado que forneça toda a informação possível, para facilitar a entrada em contacto com a entidade. Esta morada deve ser a morada legal da entidade, sendo que terá a

possibilidade de indicar outra morada e contactos telefónicos da pessoa de contacto, no quadro seguinte.

Em relação aos **números de telefone e fax**, por favor insira seguindo o seguinte formato: +PPPNNNNNN, onde P é o indicativo do país e N o número de telefone, por exemplo, +35121010979. No caso de haver uma extensão acrescente, por favor, x seguido do número da extensão, por exemplo, +35121010979x123.

Ao terminar o preenchimento, carregue em 'Next'. Surge então o próximo conjunto de dados a preencher.

CONTACT



Por favor, preencha a informação relativa à pessoa de contacto. É recomendado que forneça toda a informação possível, para facilitar a entrada em contacto com a entidade.

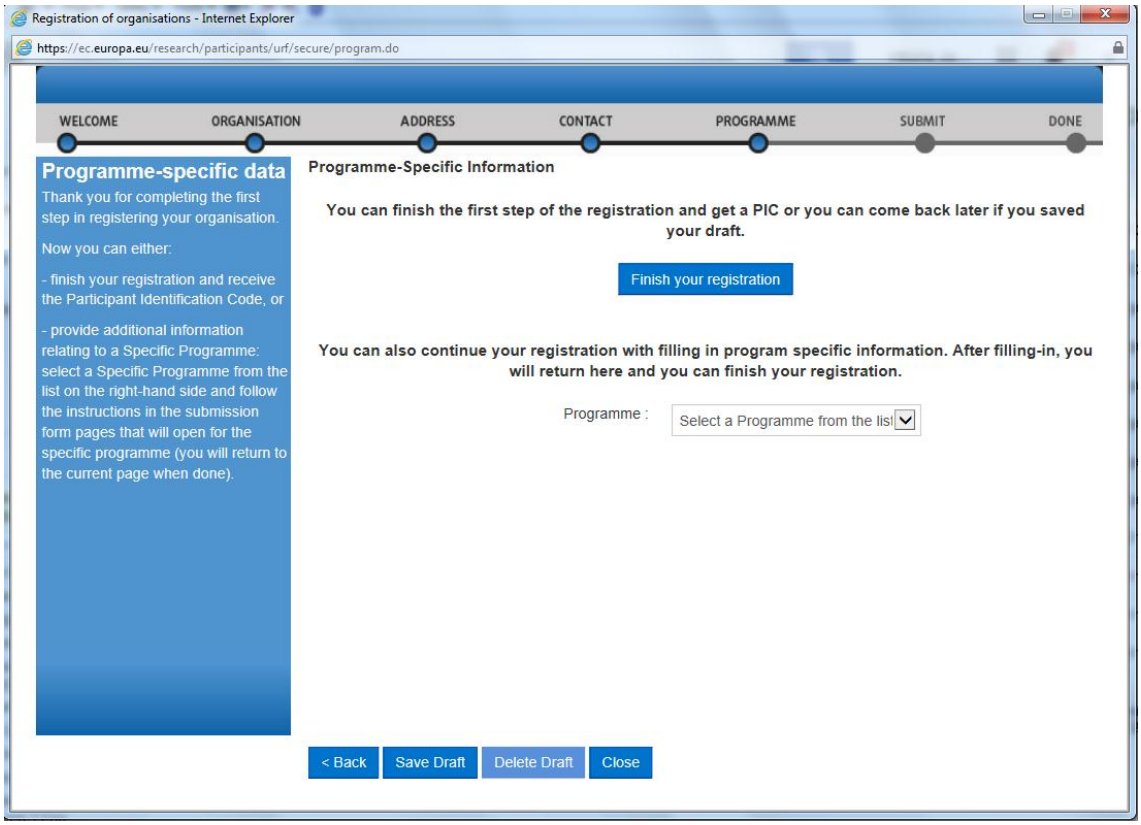
O sistema preenche automaticamente alguns dos dados, nomeadamente email, apelido e nome. Por favor, modifique estes dados se não corresponderem à pessoa de contacto da entidade.

No caso de a morada apresentada anteriormente ser a mesma da pessoa de contacto, basta carregar em YES e o sistema copiará a informação inserida anteriormente. Se a morada for diferente, por favor, preencha os campos.

Tal como relativamente à morada, no caso de o número de telefone ser igual ao inserido anteriormente, basta carregar em YES e o sistema copiará a informação.

Ao terminar o preenchimento, carregue em 'Next'. Surge então o próximo conjunto de dados a preencher.

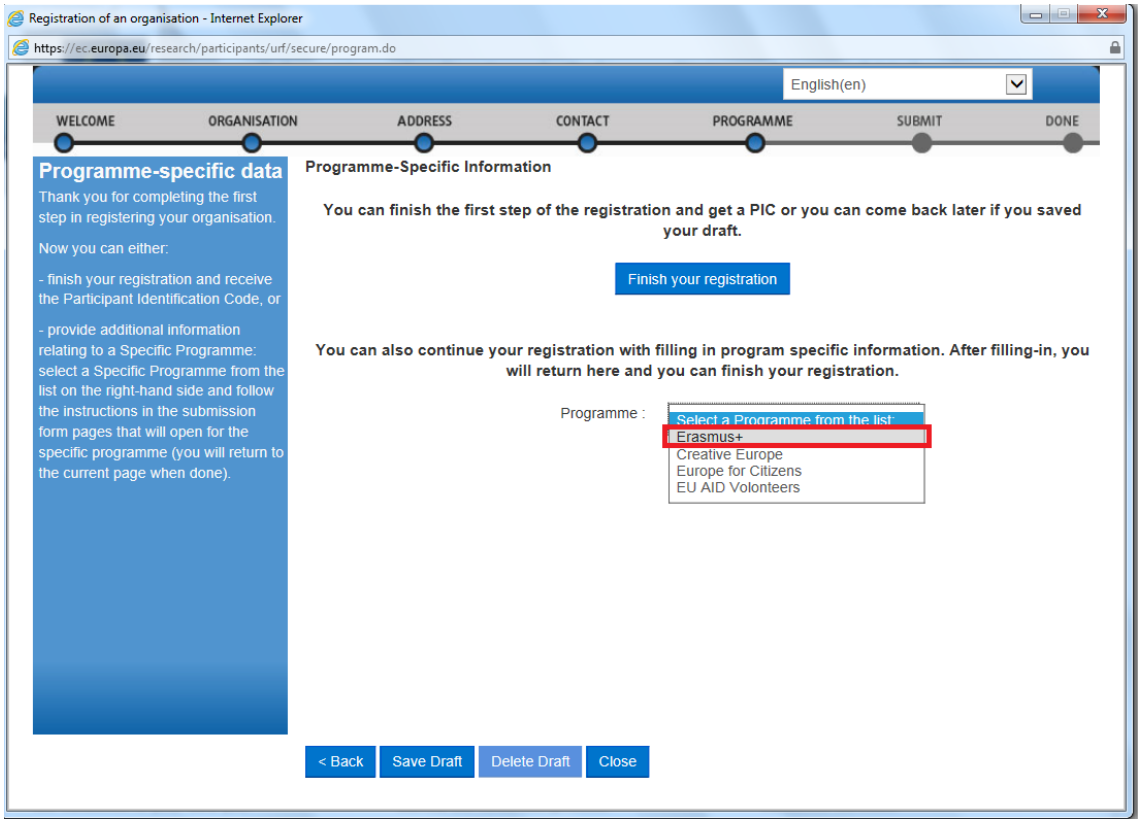
Ao chegar à fase "Programme" completou a primeira parte do registo. Poderá agora ter acesso ao PIC, carregando em 'FINISH YOUR REGISTRATION' ou poderá continuar o registo, inserindo informação específica para o programa Erasmus+.


Registration of organisations - Internet Explorer
https://ec.europa.eu/research/participants/urf/secure/program.do
WELCOME
ORGANISATION
ADDRESS
CONTACT
PROGRAMME
SUBMIT
DONE
Programme-specific data
Thank you for completing the first step in registering your organisation.
Now you can either:
- finish your registration and receive the Participant Identification Code, or
- provide additional information relating to a Specific Programme: select a Specific Programme from the list on the right-hand side and follow the instructions in the submission form pages that will open for the specific programme (you will return to the current page when done).
Programme-Specific Information
You can finish the first step of the registration and get a PIC or you can come back later if you saved your draft.
Finish your registration
You can also continue your registration with filling in program specific information. After filling-in, you will return here and you can finish your registration.
Programme :
Select a Programme from the list
< Back
Save Draft
Delete Draft
Close

<u>Aconselhamo-lo a continuar com o registo, uma vez que será necessário o cumprimento deste último passo para poder preencher posteriormente o formulário de candidatura.</u>

Assim, carregue em "Select a Programme from the list" e escolha a opção "Erasmus +".

PROGRAMME


Registration of an organisation - Internet Explorer
https://ec.europa.eu/research/participants/urf/secure/program.do
English(en)
WELCOME
ORGANISATION
ADDRESS
CONTACT
PROGRAMME
SUBMIT
DONE
Programme-specific data
Thank you for completing the first step in registering your organisation.
Now you can either:
- finish your registration and receive the Participant Identification Code, or
- provide additional information relating to a Specific Programme: select a Specific Programme from the list on the right-hand side and follow the instructions in the submission form pages that will open for the specific programme (you will return to the current page when done).
Programme-Specific Information
You can finish the first step of the registration and get a PIC or you can come back later if you saved your draft.
Finish your registration
You can also continue your registration with filling in program specific information. After filling-in, you will return here and you can finish your registration.
Programme :
Select a Programme from the list
Erasmus+
Creative Europe
Europe for Citizens
EU AID Volonteers
< Back
Save Draft
Delete Draft
Close

Insira então informação sobre a sua organização: o tipo de organização, se é ou não uma Pequena ou Média Empresa e finalmente uma descrição da sua organização. **Esta informação passará automaticamente para o formulário de candidatura, quando inserir o PIC.**

Qualquer alteração aos dados, nomeadamente:

- organização

- responsável legal

- pessoa de contacto

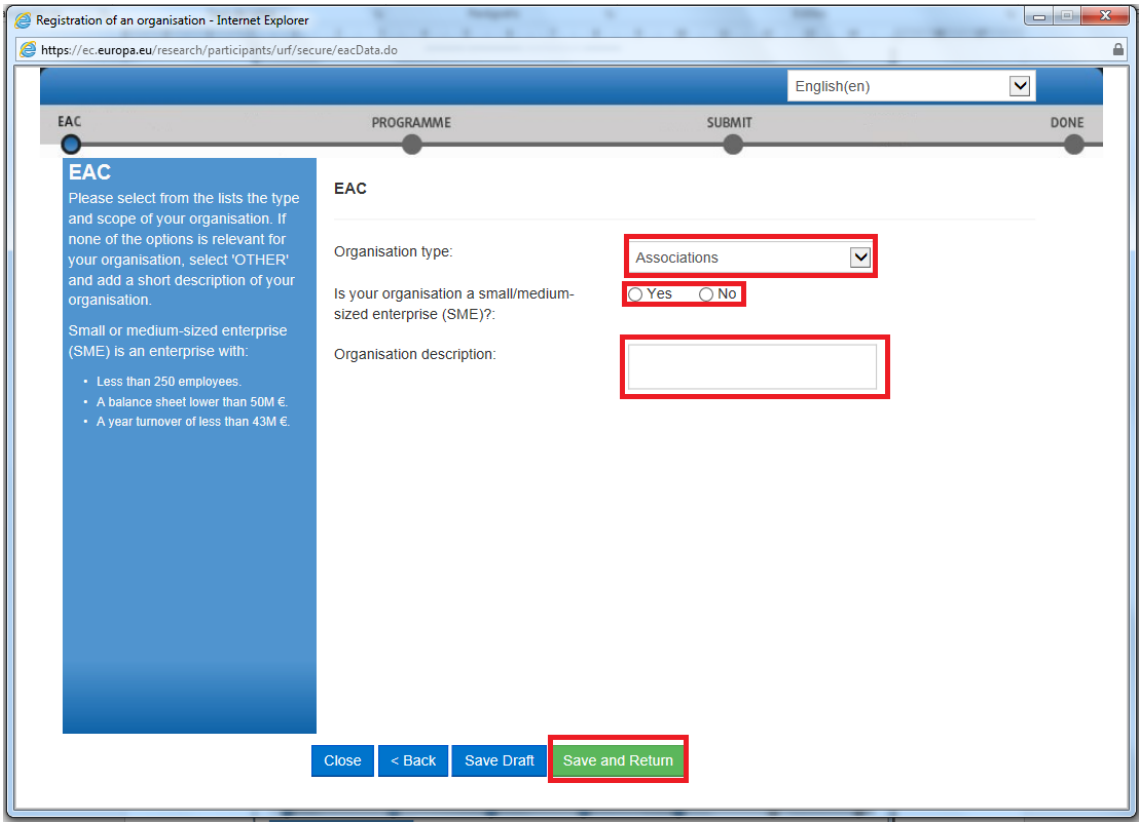
- NIF

- …

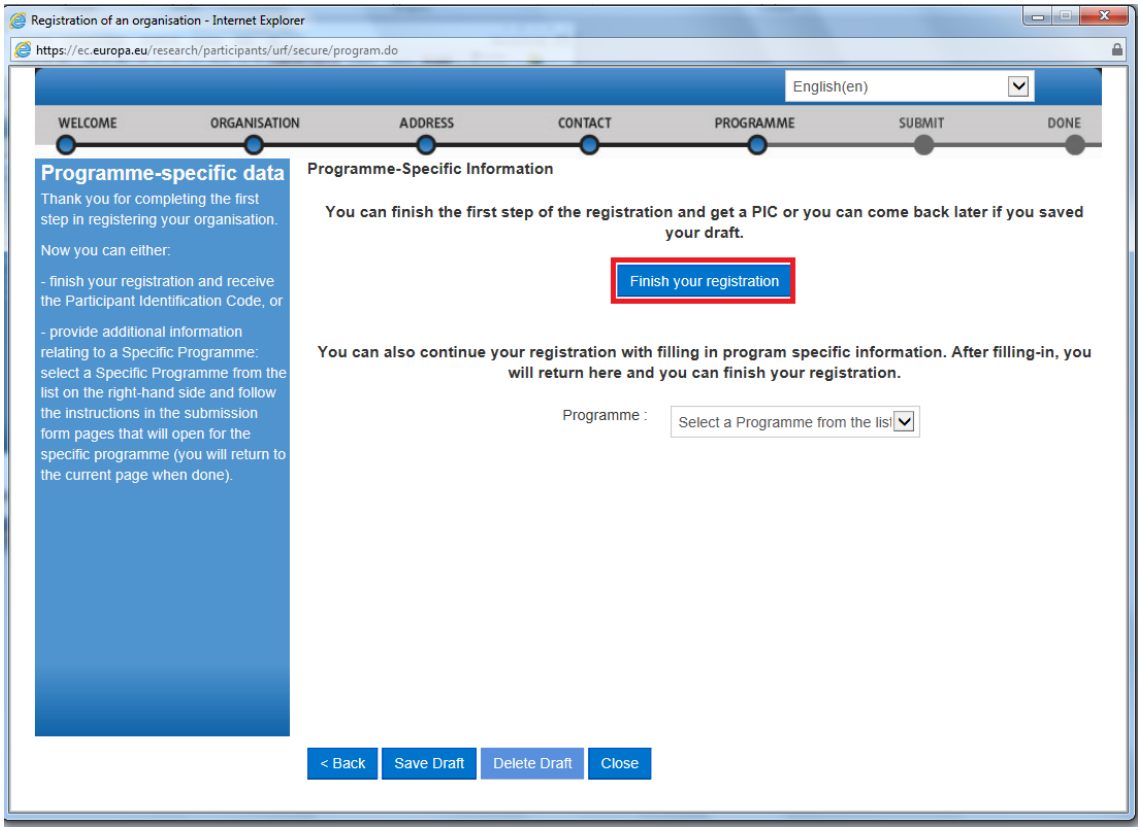
Não deve ser efetuada no formulário, mas sim nos dados carregados no portal do participante.

Quando no formulário de candidatura se introduz o PIC e se carrega em "Check PIC" os dados são atualizados.

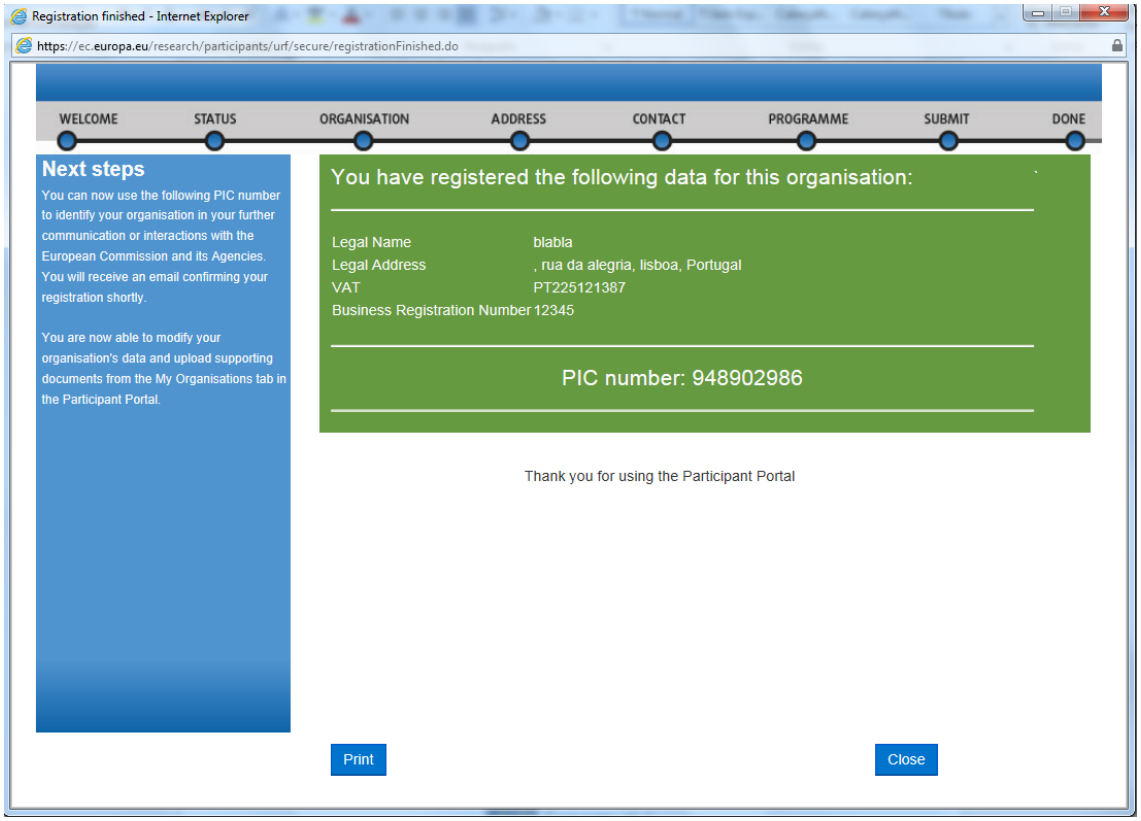
SUBMIT


Registration of an organisation - Internet Explorer
https://ec.europa.eu/research/participants/urf/secure/eacData.do
English(en)
EAC
PROGRAMME
SUBMIT
DONE
EAC
Please select from the lists the type and scope of your organisation. If none of the options is relevant for your organisation, select 'OTHER' and add a short description of your organisation.
Small or medium-sized enterprise (SME) is an enterprise with:
Less than 250 employees.
A balance sheet lower than 50M €.
A year turnover of less than 43M €.
EAC
Organisation type:
Associations
Is your organisation a small/medium-sized enterprise (SME)?:
Yes
No
Organisation description:
Close
< Back
Save Draft
Save and Return

Carregue então em "Save and Return". O sistema reencaminhá-lo-á para a página de submissão. Carregue em Finish your registration.


Registration of an organisation - Internet Explorer
https://ec.europa.eu/research/participants/urf/secure/program.do
English(en)
WELCOME
ORGANISATION
ADDRESS
CONTACT
PROGRAMME
SUBMIT
DONE
Programme-specific data
Thank you for completing the first step in registering your organisation.
Now you can either:
- finish your registration and receive the Participant Identification Code, or
- provide additional information relating to a Specific Programme: select a Specific Programme from the list on the right-hand side and follow the instructions in the submission form pages that will open for the specific programme (you will return to the current page when done).
Programme-Specific Information
You can finish the first step of the registration and get a PIC or you can come back later if you saved your draft.
Finish your registration
You can also continue your registration with filling in program specific information. After filling-in, you will return here and you can finish your registration.
Programme :
Select a Programme from the list
< Back
Save Draft
Delete Draft
Close

Ao carregar em 'FINISH YOUR REGISTRARION' ser-lhe-á dada a possibilidade de confirmar os dados inseridos. Se estiverem corretos, deverá carregar em 'Confirm'. Surgirá então o seu PIC, que deverá inserir no seu formulário de candidatura. O sistema preencherá o formulário com a informação já disponibilizada.

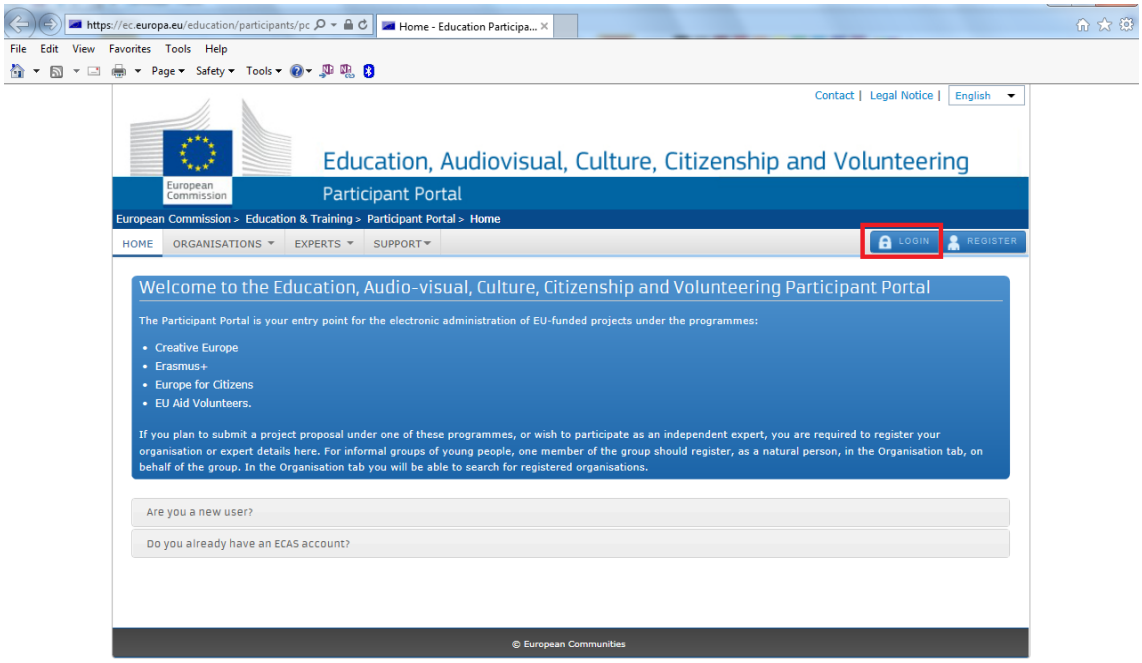

Registration finished - Internet Explorer
https://ec.europa.eu/research/participants/urf/secure/registrationFinished.do
WELCOME
STATUS
ORGANISATION
ADDRESS
CONTACT
PROGRAMME
SUBMIT
DONE
Next steps
You can now use the following PIC number to identify your organisation in your further communication or interactions with the European Commission and its Agencies. You will receive an email confirming your registration shortly.
You are now able to modify your organisation's data and upload supporting documents from the My Organisations tab in the Participant Portal.
You have registered the following data for this organisation:
Legal Name blabla
Legal Address , rua da alegria, lisboa, Portugal
VAT PT225121387
Business Registration Number 12345
PIC number: 948902986
Thank you for using the Participant Portal
Print
Close

Receberá também um email com o resumo das informações disponibilizadas, bem como o seu PIC temporário.

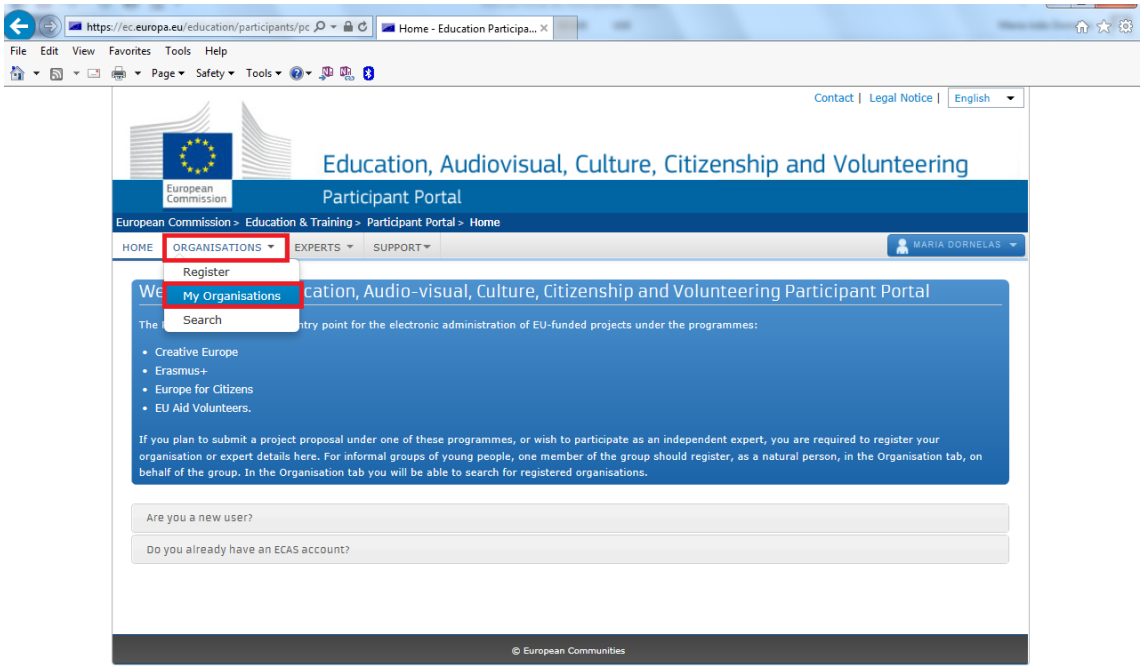
UPLOAD DE DOCUMENTOS

Será necessário regressar ao Portal do Participante para fazer o *upload* dos documentos essenciais à candidatura.

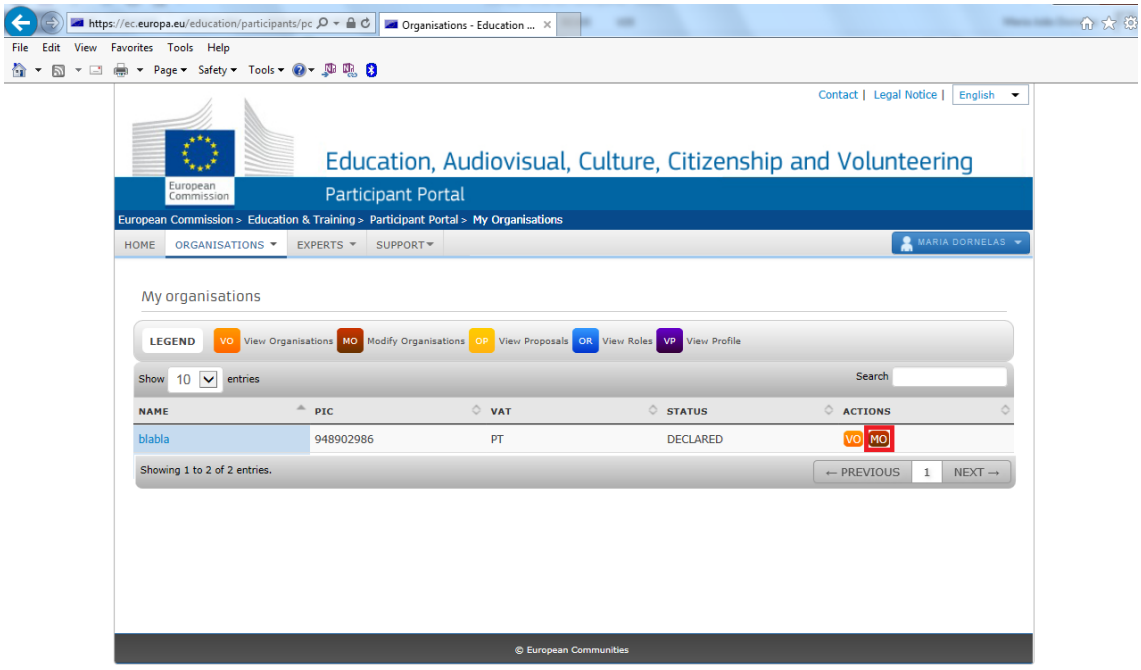
Assim, regresse ao Portal do participante, disponível em https://ec.europa.eu/education/participants/portal/desktop/en/home.html e faça o login, inserindo as credenciais ECAS.


Contact | Legal Notice | English
Education, Audiovisual, Culture, Citizenship and Volunteering
Participant Portal
European Commission > Education & Training > Participant Portal > Home
HOME
ORGANISATIONS
EXPERTS
SUPPORT
LOGIN
REGISTER
Welcome to the Education, Audio-visual, Culture, Citizenship and Volunteering Participant Portal
The Participant Portal is your entry point for the electronic administration of EU-funded projects under the programmes:
Creative Europe
Erasmus+
Europe for Citizens
EU Aid Volunteers.
If you plan to submit a project proposal under one of these programmes, or wish to participate as an independent expert, you are required to register your organisation or expert details here. For informal groups of young people, one member of the group should register, as a natural person, in the Organisation tab, on behalf of the group. In the Organisation tab you will be able to search for registered organisations.
Are you a new user?
Do you already have an ECAS account?
© European Communities

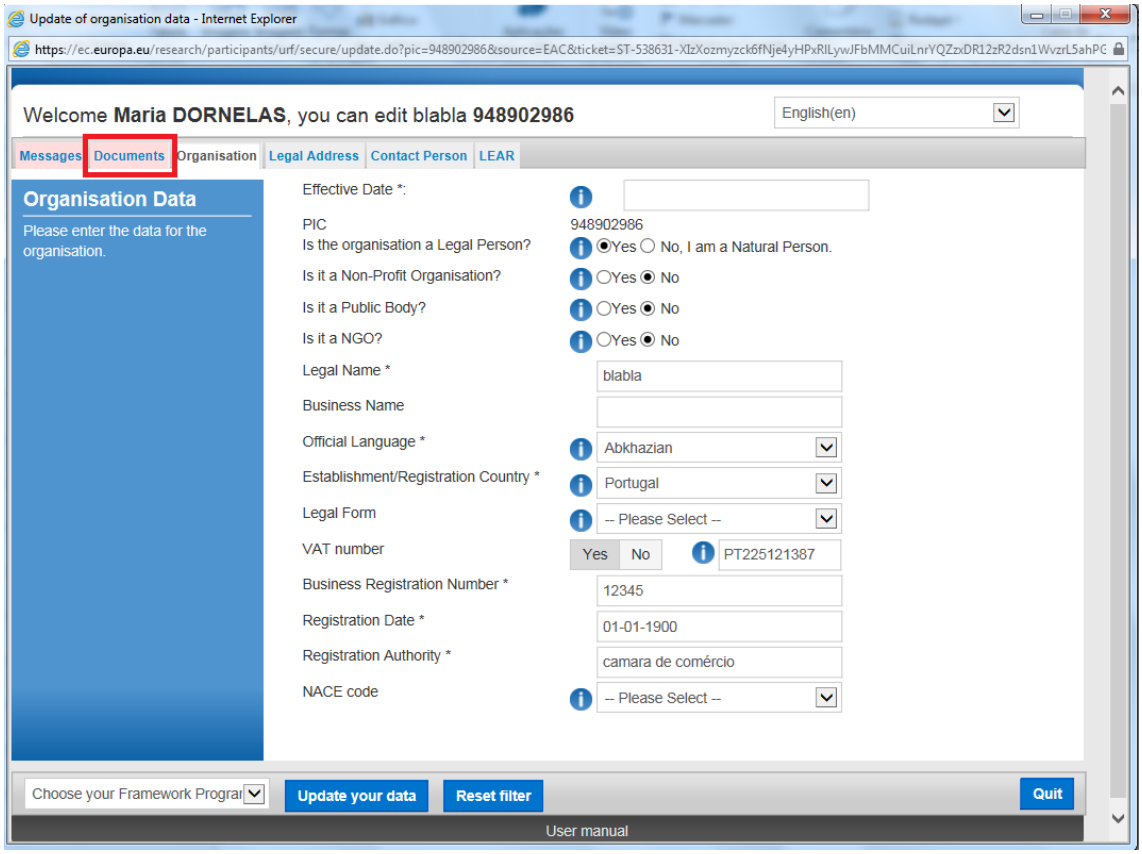
Escolha então a opção 'ORGANISATIONS' e 'MY ORGANISATIONS'.


Contact | Legal Notice | English
Education, Audiovisual, Culture, Citizenship and Volunteering
Participant Portal
European Commission > Education & Training > Participant Portal > Home
HOME
ORGANISATIONS
EXPERTS
SUPPORT
MARIA DORNELAS
Register
My Organisations
Search
cation, Audio-visual, Culture, Citizenship and Volunteering Participant Portal
Creative Europe
Erasmus+
Europe for Citizens
EU Aid Volunteers.
If you plan to submit a project proposal under one of these programmes, or wish to participate as an independent expert, you are required to register your organisation or expert details here. For informal groups of young people, one member of the group should register, as a natural person, in the Organisation tab, on behalf of the group. In the Organisation tab you will be able to search for registered organisations.
Are you a new user?
Do you already have an ECAS account?
© European Communities

Surgir-lhe-á uma lista com o nome da entidade que inseriu anteriormente. Carregue em 'MO', na coluna à direita, para modificar a informação e poder fazer o *upload* dos documentos necessários.

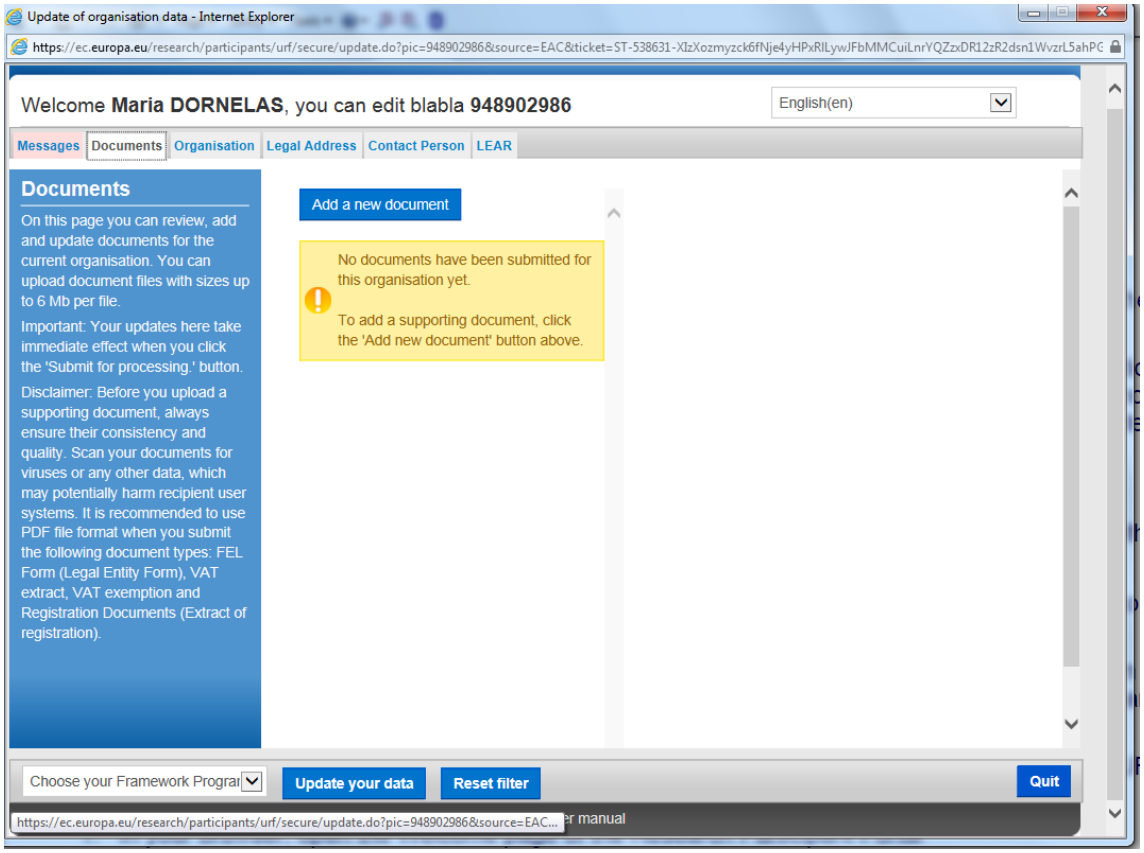


Surge então um pop-up com a informação anteriormente inserida. Carregue na tab Documents.

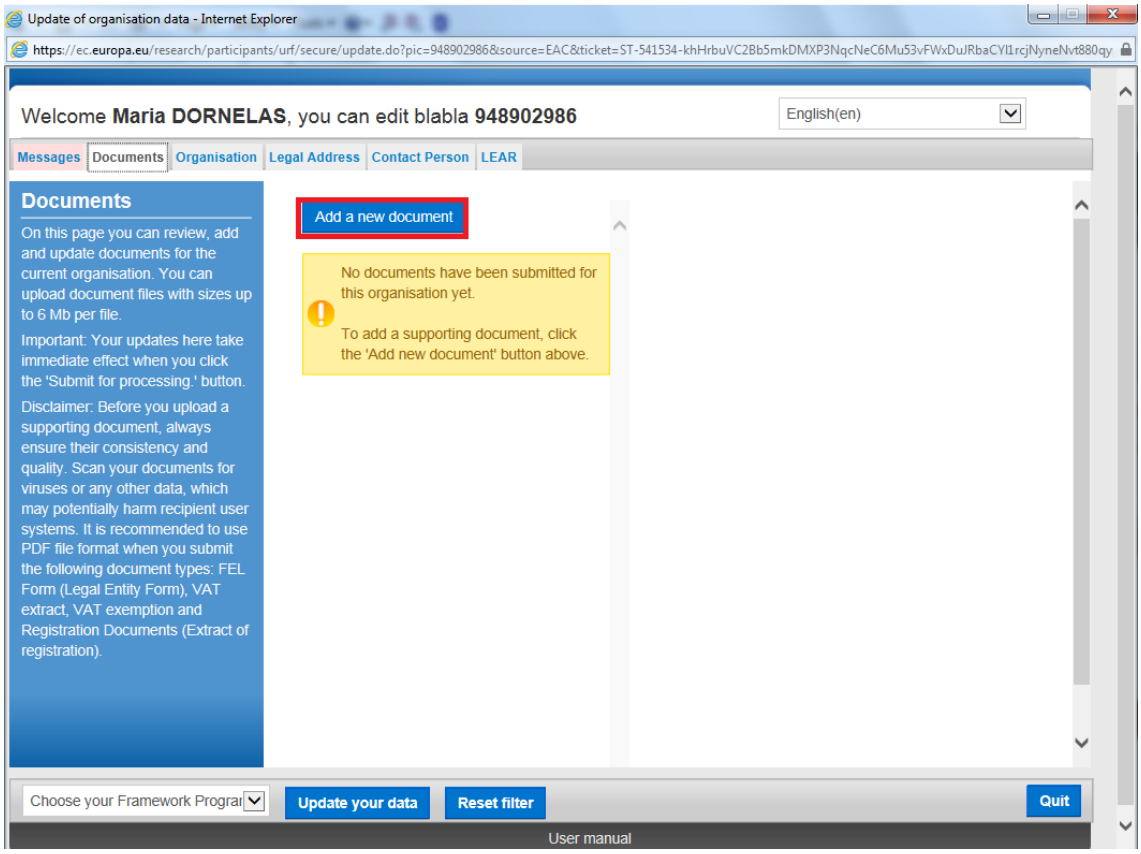


Surge então a página onde é possível ver, acrescentar e alterar os documentos relativos à organização. Os ficheiros podem ter até **6Mb**. Não existe limite de peso do total dos

documentos anexados. Ficheiros com extensões como exe, .bat, .com, .vbs, .vbx, .ocx, .tlb, .js, .bas, .dll, .war, .cmd, .pl, .php, não aceites pelo sistema. Recomendamos o uso de pdfs.

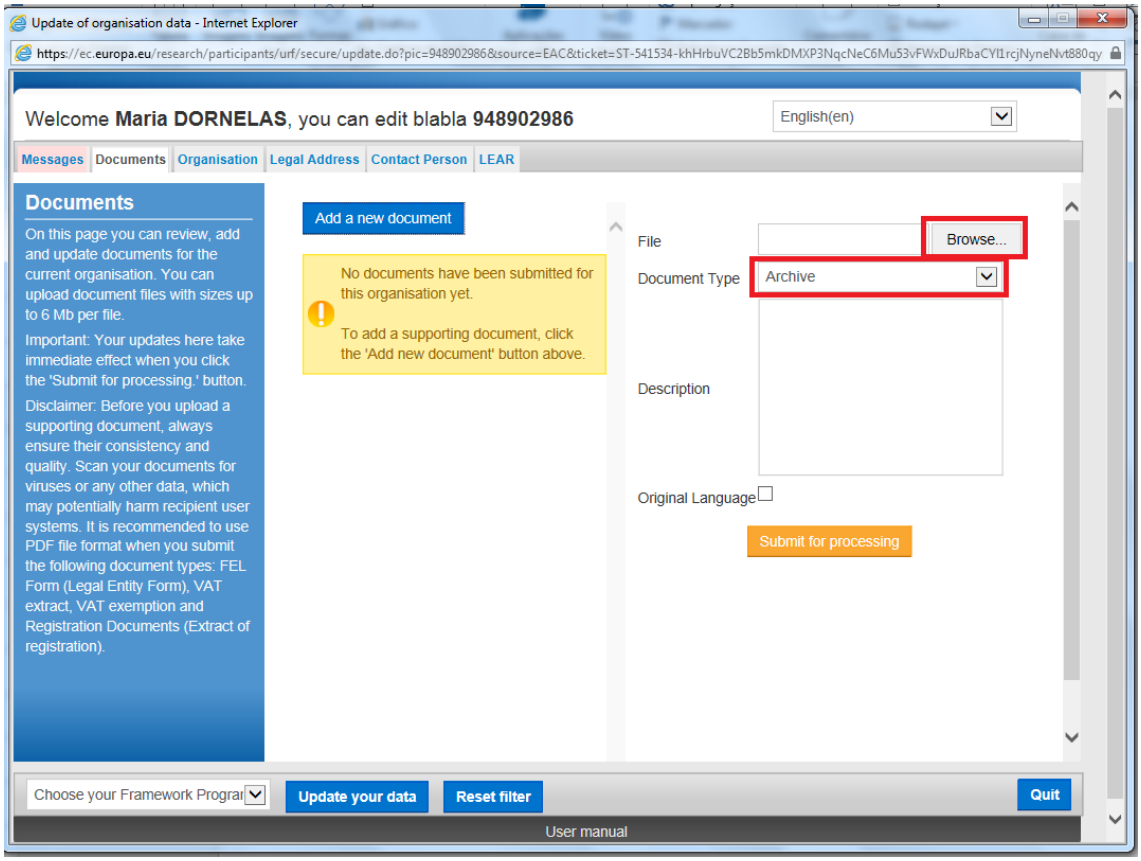

Update of organisation data - Internet Explorer
https://ec.europa.eu/research/participants/urf/secure/update.do?pic=948902986&source=EAC&ticket=ST-538631-XIzXozmyzck6fNje4yHPxRlLywJFbMMCuiLnrYQZzxDR12zR2dsn1WvzrL5ahPC
Welcome Maria DORNELAS, you can edit blabla 948902986
English(en)
Messages
Documents
Organisation
Legal Address
Contact Person
LEAR
Documents
On this page you can review, add and update documents for the current organisation. You can upload document files with sizes up to 6 Mb per file.
Important: Your updates here take immediate effect when you click the 'Submit for processing.' button.
Disclaimer: Before you upload a supporting document, always ensure their consistency and quality. Scan your documents for viruses or any other data, which may potentially harm recipient user systems. It is recommended to use PDF file format when you submit the following document types: FEL Form (Legal Entity Form), VAT extract, VAT exemption and Registration Documents (Extract of registration).
Add a new document
No documents have been submitted for this organisation yet.
To add a supporting document, click the 'Add new document' button above.
Choose your Framework Prograi
Update your data
Reset filter
Quit
https://ec.europa.eu/research/participants/urf/secure/update.do?pic=948902986&source=EAC...
r manual

Carregue em 'ADD NEW DOCUMENT' para carregar os documentos na plataforma.

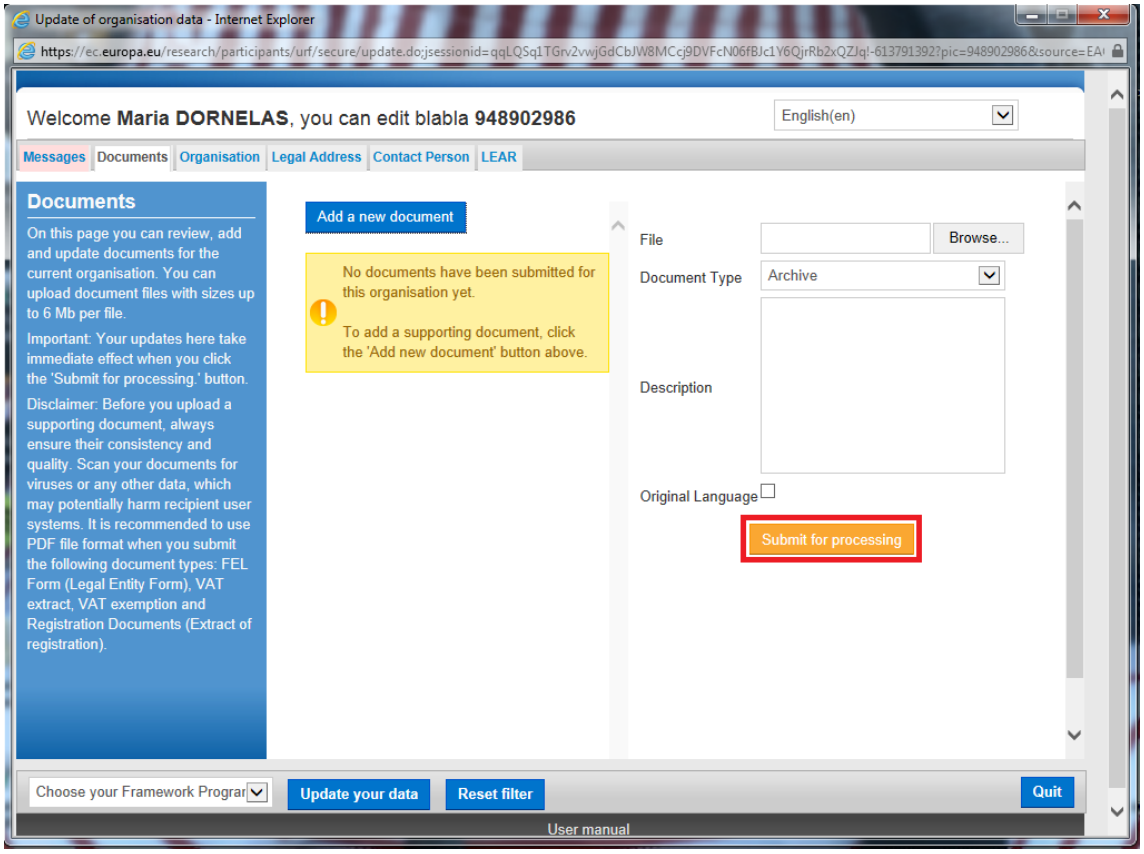

Update of organisation data - Internet Explorer
https://ec.europa.eu/research/participants/urf/secure/update.do?pic=948902986&source=EAC&ticket=ST-541534-khHrbuVC2Bb5mkDMXP3NqcNeC6Mu53vFWxDuJRbaCYI1rcjNyneNvt880qy
Welcome Maria DORNELAS, you can edit blabla 948902986
English(en)
Messages
Documents
Organisation
Legal Address
Contact Person
LEAR
Documents
On this page you can review, add and update documents for the current organisation. You can upload document files with sizes up to 6 Mb per file.
Important: Your updates here take immediate effect when you click the 'Submit for processing.' button.
Disclaimer: Before you upload a supporting document, always ensure their consistency and quality. Scan your documents for viruses or any other data, which may potentially harm recipient user systems. It is recommended to use PDF file format when you submit the following document types: FEL Form (Legal Entity Form), VAT extract, VAT exemption and Registration Documents (Extract of registration).
Add a new document
No documents have been submitted for this organisation yet.
To add a supporting document, click the 'Add new document' button above.
Choose your Framework Prograi
Update your data
Reset filter
Quit
User manual

Para fazer o *upload* do documento, deverá carregar em 'BROWSE' e procurar, no seu computador, o documento que quer anexar.

Deverá seguidamente escolher o tipo de documento em questão, da lista de opções, que surge na dropdown box.


Update of organisation data - Internet Explorer
https://ec.europa.eu/research/participants/urf/secure/update.do?pic=948902986&source=EAC&ticket=ST-541534-khHrbuVC2Bb5mkDMXP3NqcNeC6Mu53vFWxDuJRbaCYI1rcjNyneNvt880qy
Welcome Maria DORNELAS, you can edit blabla 948902986
English(en)
Messages
Documents
Organisation
Legal Address
Contact Person
LEAR
Documents
On this page you can review, add and update documents for the current organisation. You can upload document files with sizes up to 6 Mb per file.
Important: Your updates here take immediate effect when you click the 'Submit for processing.' button.
Disclaimer: Before you upload a supporting document, always ensure their consistency and quality. Scan your documents for viruses or any other data, which may potentially harm recipient user systems. It is recommended to use PDF file format when you submit the following document types: FEL Form (Legal Entity Form), VAT extract, VAT exemption and Registration Documents (Extract of registration).
Add a new document
No documents have been submitted for this organisation yet.
To add a supporting document, click the 'Add new document' button above.
File
Browse...
Document Type
Archive
Description
Original Language
Submit for processing
Choose your Framework Prograi
Update your data
Reset filter
Quit
User manual

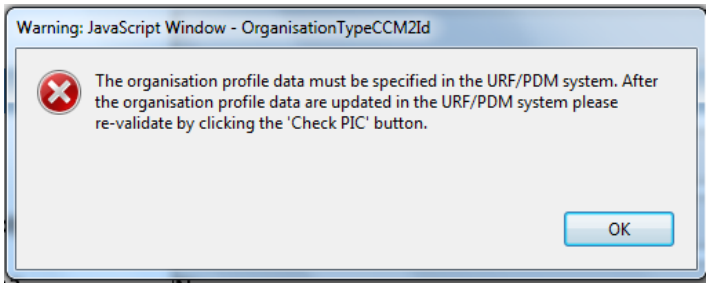
Finalmente, carregue em 'SUBMIT FOR PROCESSING'.


Update of organisation data - Internet Explorer
Welcome Maria DORNELAS, you can edit blabla 948902986
English(en)
Messages
Documents
Organisation
Legal Address
Contact Person
LEAR
Documents
On this page you can review, add and update documents for the current organisation. You can upload document files with sizes up to 6 Mb per file.
Important: Your updates here take immediate effect when you click the 'Submit for processing.' button.
Disclaimer: Before you upload a supporting document, always ensure their consistency and quality. Scan your documents for viruses or any other data, which may potentially harm recipient user systems. It is recommended to use PDF file format when you submit the following document types: FEL Form (Legal Entity Form), VAT extract, VAT exemption and Registration Documents (Extract of registration).
Add a new document
No documents have been submitted for this organisation yet.
To add a supporting document, click the 'Add new document' button above.
File
Browse...
Document Type
Archive
Description
Original Language
Submit for processing
Choose your Framework Prograr
Update your data
Reset filter
Quit
User manual

É obrigatório anexar dois documentos:
- formulário de Entidade Legal (este formulário pode ser descarregado no sítio web da Comissão Europeia em: http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm);
- formulário de Identificação Financeira (este formulário pode ser descarregado no sítio web da Comissão Europeia em: http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm).

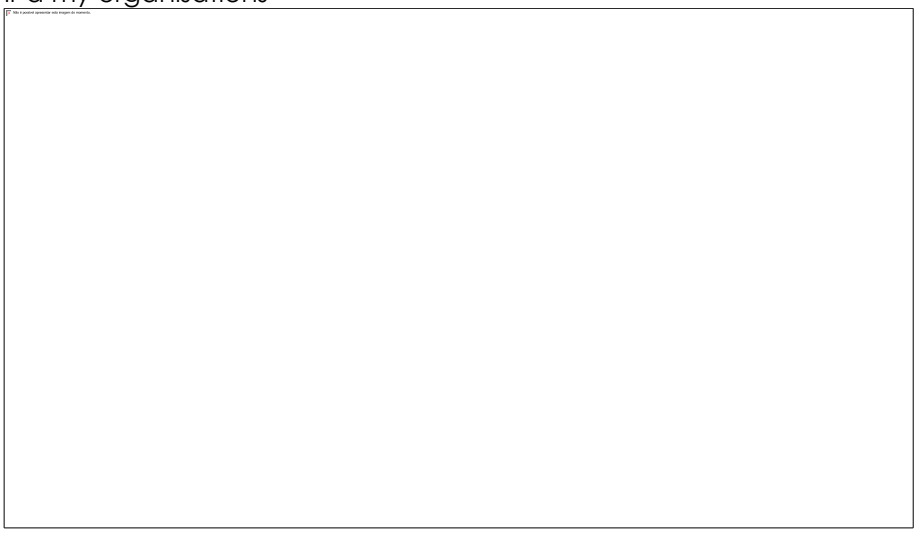
No que se refere ao LEAR (Legal Entity Appointed Representative), deve ser utilizado apenas em caso de candidaturas a ações centralizadas.

Se quando inserir o PIC no formulário de candidatura e carregar em "CHECK PIC" e surgir a seguinte janela pop-up:

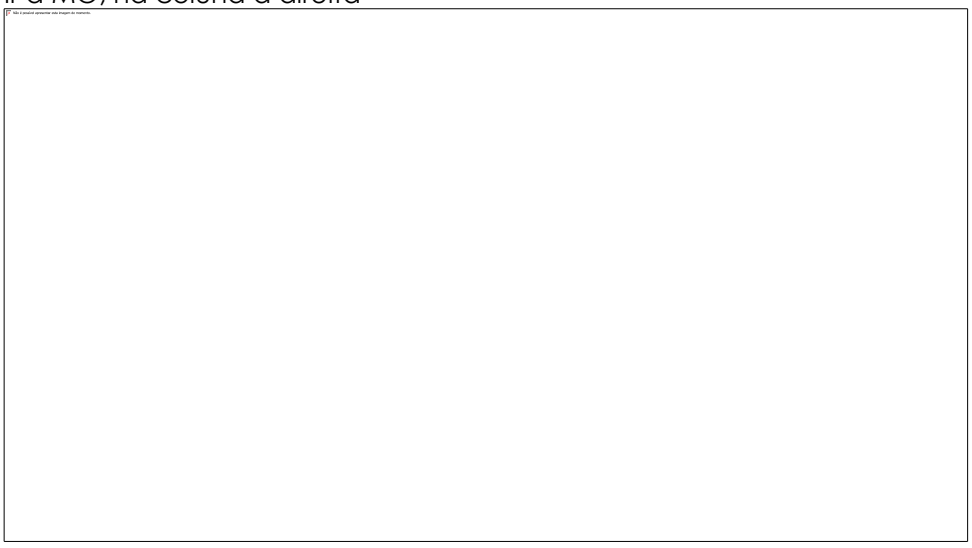

Warning: JavaScript Window - OrganisationTypeCCM2Id
The organisation profile data must be specified in the URF/PDM system. After the organisation profile data are updated in the URF/PDM system please re-validate by clicking the 'Check PIC' button.
OK

Deverá seguir os passos abaixo elencados:

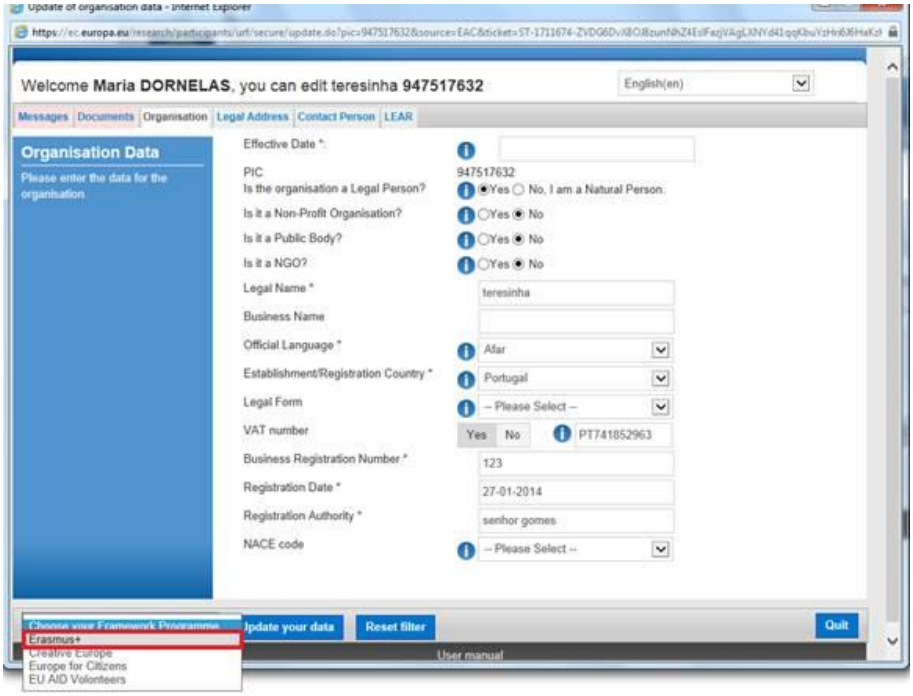
1. Entrar no portal do participante em https://ec.europa.eu/education/participants/portal/desktop/en/home.html
2. Fazer o log-in
3. Ir a my organisations



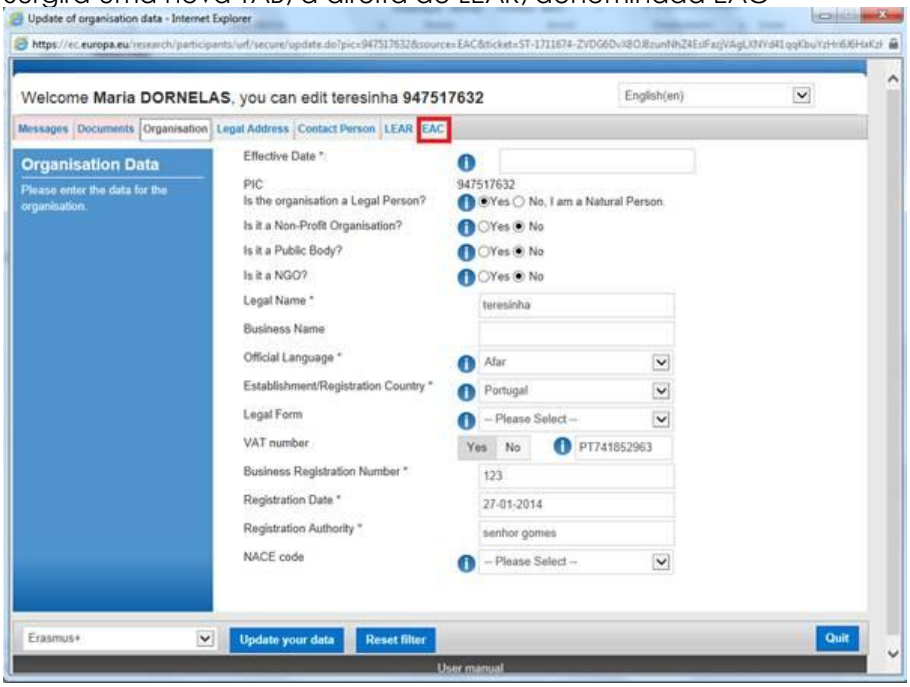
4. Ir a MO, na coluna à direita



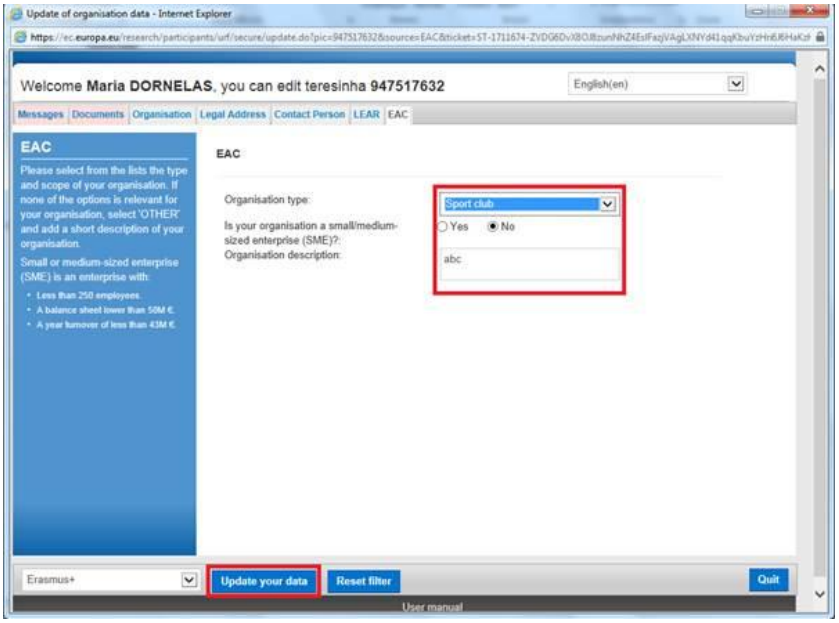
5. Surgirá uma janela pop-up. Escolha o programa Erasmus+ na caixa "Choose your Framework Programme"



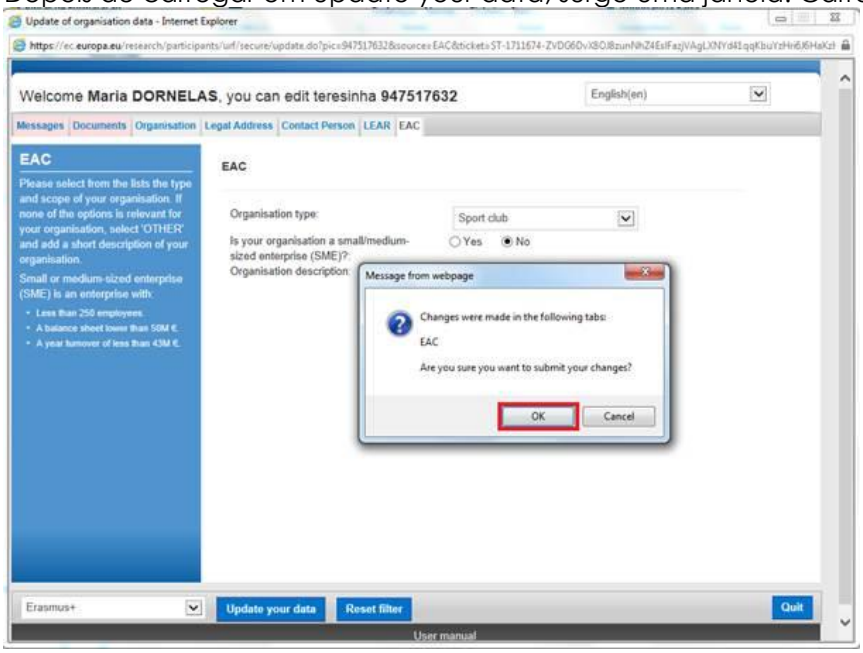
6. Surgirá uma nova TAB, à direita de LEAR, denominada EAC



7. Escolher essa tab, e preencher a informação solicitada



8. Depois de carregar em update your data, surge uma janela. Carregar em OK.


Update of organisation data - Internet Explorer
Welcome Maria DORNELAS, you can edit teresinha 947517632
English(en)
Messages
Documents
Organisation
Legal Address
Contact Person
LEAR
EAC
EAC
Please select from the lists the type and scope of your organisation. If none of the options is relevant for your organisation, select 'OTHER' and add a short description of your organisation.
Small or medium-sized enterprise (SME) is an enterprise with:
Less than 250 employees
A balance sheet lower than 50M €
A year turnover of less than 43M €
Organisation type:
Sport club
Is your organisation a small/medium-sized enterprise (SME)?:
Yes
No
Organisation description:
Message from webpage
Changes were made in the following tabs:
EAC
Are you sure you want to submit your changes?
OK
Cancel
Erasmus+
Update your data
Reset filter
Quit
User manual

Passado alguns minutos, voltaram ao formulário, inserir de novo o PIC e carregar em "check pic".

Para quaisquer esclarecimentos, por favor, envie email para erasmusmais@proalv.pt